

AN OPPORTUNITY TO JOIN A GREAT TEAM!

JOB TITLE	BACKSTAGE HOST
DEPARTMENT	FOOD & BEVERAGE
REPORTS TO	ADMINISTRATION & HR COORDINATOR

ABOUT USDAN

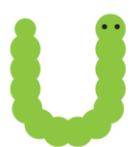
Usdan has been recognized as a Top Nonprofit Workplace in 2021, 2022, 2023, and 2024! Usdan opens a world for children to joyfully express their creativity and develop their artistic skills. Each summer, teachers and artists — actors, directors, playwrights, painters, sculptors, musicians, composers, dancers, poets, and novelists — come together to teach and collaborate with our campers, ages 5 to 18. Set on 140 acres of natural beauty in Wheatley Heights, Long Island, NY. Usdan is a safe, welcoming place within which campers have the freedom to build new friendships, explore nature, gain personal independence, and have fun, while developing new skills and techniques in their chosen artforms.

POSITION SUMMARY

The Backstage Host is responsible for ensuring exceptional hospitality for all guests on campus, collaborating with various directors and staff to create a welcoming experience. The [position title] sets up the backstage area for breakfast and lunch while ensuring all guest dietary needs are met. This role also involves light cleaning and laundry. Previous experience in hospitality is preferred but not mandatory.

JOB RESPONSIBILITIES

- Oversee logistics of catering for guests backstage.
- Work with cleaning staff to keep Green Room, dressing rooms and bathrooms clean and stocked.
- Set up morning hospitality, including coffee and small breakfast items.
- Collaborate with Directors to create and maintain a schedule of all guest visits.
- Create a warm and inviting space for professional performers, staff and backstage guests which includes a well-set table with flowers, name cards explaining dishes and other personal touches.
- Must have Suffolk County food handler's license. If a candidate doesn't have a license, Usdan will compensate for time invested in preparing for and taking the exam.
- Attend department and staff meetings and trainings as required.
- Ensure safety is a top priority.
- Help to create a joyful, fun and engaging atmosphere for all students and staff at Usdan. • Model the behaviors of artists; how they think, work, and live.
- Other duties as assigned.



The above job description is not intended to be an all-inclusive list of duties and standards of the position.

QUALIFICATIONS

- Be 18 years of age as of June 30, 2025.
- Demonstrate a positive attitude and professional demeanor.
- Excellent communication and interpersonal skills.
- Highly detail-oriented and responsive.
- Extremely well organized and ability to keep things neat and tidy.
- Experience working in a hospitality role.
- Ability to take direction and work autonomously.
- Be able to work individually and as a part of a team.
- Use unstructured time constructively.
- Comfortable being outside in a high-energy, fast-paced, ever-changing camp environment.
- Food handler's license.
- Must complete New York State required trainings, including but not limited to a Sexual Harassment Prevention training and a Child Abuse and Neglect/Maltreatment Identification. Links to required trainings will be provided after hiring.
- CPR training is not required but a plus.

Have reliable transportation to Usdan's campus. Requests for accommodations are subject to approval by senior management.

2025 SUMMER SEASON DATES AND TIMES

Monday - Friday, June 30 - August 22, 2025, 9:15 AM - 3:15 PM, closed July 4.

Pre-season commitments include:

- Staff Orientation: Saturday, May 31, 9:30AM - 4:30PM
- Family Orientation: Wednesday, June 18, 5:00PM - 7:30PM

COMPENSATION AND BENEFITS

\$16.50 per hour at least 40 hours per week.

- Workshops in subjects like yoga, ceramics, and archery with other faculty and staff, if offered.

PHYSICAL DEMANDS

Usdan is a 140-acre campus with facilities spread throughout - distances vary and are along uneven surfaces, up and down hills. Some facilities are elevated and require one to two stairs to enter.

Some staff walk an average of two miles per day. Other physical demands include the ability to work in a hot, humid environment; the ability to speak clearly and understand the speech of another person; and the ability to prioritize sounds and focus on one sound among many.

USDAN SUMMER CAMP FOR THE ARTS



The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential physical functions of this position.

TO APPLY

- Please apply through our online application: <https://www.usdan.org/employment>
- PDF files are preferred attachments. No phone calls please.
- Please submit a cover letter.

USDAN CENTER FOR THE CREATIVE AND PERFORMING ARTS A/K/A USDAN SUMMER CAMP FOR THE ARTS IS AN EQUAL OPPORTUNITY EMPLOYER AND IS COMMITTED TO CREATING AN INCLUSIVE ENVIRONMENT FOR ALL EMPLOYEES. WE WELCOME APPLICANTS FROM DIVERSE BACKGROUNDS TO APPLY THEIR UNIQUE BACKGROUNDS, PERSPECTIVES, SKILLS AND TALENTS TO FOSTER AN OPEN, COOPERATIVE, AND DYNAMIC ENVIRONMENT WHERE EMPLOYEES AND USDAN ALIKE CAN THRIVE. ALL EMPLOYMENT IS DECIDED ON THE BASIS OF QUALIFICATIONS, MERIT, AND BUSINESS NEED.