

## CHIEF OPERATING OFFICER JOB DESCRIPTION



### POSITION OVERVIEW

Usdan Summer Camp for the Arts, named a “Top Long Island Workplace” multiple years in a row, seeks a collaborative, innovative, and entrepreneurial Chief Operating Officer (“Officer”) to lead operations of our award-winning arts camp and cultural destination in the years ahead.

### USDAN SUMMER CAMP FOR THE ARTS

Located on 140 acres of beautiful forest in Wheatley Heights, Long Island, Usdan Summer Camp for the Arts invites people of all ages to experience the natural beauty of our campus and the transformative power of the arts. Each summer since 1968, Usdan has welcomed ~1,500 students (K-12) to our campus, where they enjoy over 100 arts classes, taught by world class instructors and Artists in Residence, across dance, visual art, music, theater, chess, nature, and writing. Founded on the Jewish principles of *tzedek* (“justice”) and *hiddur mitzvah* (“making things beautiful”), we award upwards of 2 million in scholarships each year to ensure Usdan remains welcoming to students from all cultural and economic backgrounds.

Our bucolic campus is dotted with open-air studios and performance spaces designed to inspire collaboration and experimentation. Our 70+ studios and theaters include the Andrew and Lily

McKinley Amphitheater, a 1,000-seat, architecturally significant campus center that hosts Usdan's daily Festival Performances, which showcase student work alongside performances by visiting professionals. Additionally, students enjoy access to four modern tennis courts, three large outdoor swimming pools, two yoga platforms, an archery range, and a basketball/recreation area - in this way, Usdan combines the rigor of artistic practice with the playfulness of a classic summer camp. Parents and campers alike describe Usdan as "Amazing," "Inspiring," "Magical," "Beautiful," "Transforming," "Unforgettable," "Safe," "Home," and "Family."

Our mission is to instill in our community a desire and drive to contribute creatively to the world now and for the rest of their lives. It works: our alumni network of over 40,000 includes Grammy and Oscar winners, and the vast majority of our alumni become educators or practicing artists.

In years to come, organizational goals include deepening our scholarship program and the support we can offer students from historically marginalized backgrounds; expanding our artist residency programs and public arts offerings, producing events that attract audiences of all ages from across the greater Metropolitan area; and continuing our traditional work as a beloved summer camp, creating transformative summer experiences for young artists.

*Lose yourself for a summer, find yourself for a lifetime.*  
- Usdan motto.



## THE ROLE

The COO works closely with and is accountable to the Executive Director and the Board of Trustees.

The right candidate will be an experienced administrator with proven success in areas such as increasing earned revenue, producing events, maintaining facilities, managing capital construction projects, overseeing safety and security, supervising dynamic workplaces, collaborating with upper

level leadership, managing IT systems, executing short-term and long-term projects, managing complex budgets, and building respectful, empowering work environments.

Perhaps most importantly, the ideal candidate will bring a sensitivity to Usdan's unique environment and mission, a passion for the arts, a love of children, a sense of humor, and a sense of purpose.

## ESSENTIAL DUTIES & RESPONSIBILITIES

The Chief Operating Officer oversees: Buildings and Grounds, Safety and Security, Events, Administration, Human Resources, IT, Finance, and Marketing.

The Chief Operating Officer will:

- Supervise & maintain Usdan's 70 architecturally significant buildings and 140-acre grounds. This includes collaborating with contractors to maintain our three outdoor swimming pools, as well as overseeing structure winterization; electrical, plumbing and roofing upkeep; tree work; maintenance of specific studio and theater environments (i.e., pottery kilns, dance floors); more.
- Design and implement procedures and systems for campus safety: overseeing security team, emergency and active assailant prep, daily team check-ins, de-escalation training, campus EMT readiness, fire inspection, security cameras, fencing - more.
- Create and produce revenue-generating events. We are always looking for funds to expand our scholarship program, and increasingly wondering how Usdan as an organization can serve our wider community. Towards these ends, we are looking to expand our public arts programming and cultural footprint - potential new initiatives include glamping, weekend retreats and arts workshops for adults, seasonal events, Jewish events, nature and recreation events, rentals, and more. The COO will help conceive and execute capacity-building and revenue-generating projects. The COO will oversee event teams, artist booking, contract negotiation, logistics (parking, ticketing), space rentals, community outreach, neighbor relations, and more.
- Provide financial and administrative oversight and guidance. Topics include monthly reports - yearly audit - insurance - accounts payable - refunds - scholarship allowances- contract review - organizational workflow - revenue goals - collaborating with Executive Director on new projects / business development - more.
- Collaborate with Usdan leadership on diverse fundraising and marketing initiatives.
- Assist in the day-to-day running of the camp, from morning bus drop off to end-of-the-day ice cream; lead daily team meetings; and respond creatively to unpredictable camp situations as they arise.
- Form authentic, lasting relationships with Usdan's leadership and supporter community, as well as Usdan's artistic community, and serve as a face and tentpole of our organization.
- Collaborate with Usdan leadership and Executive Director on future planning, steering the direction of Usdan Summer Camp for the Arts in years ahead.

## IDEAL EXPERIENCE & QUALITIES

The Chief Operating Officer will be a collaborative and entrepreneurial team player with the skills and experience necessary to effectively lead Usdan Summer Camp for the Arts. The ideal candidate will possess the following attributes:

- Authentic passion and genuine enthusiasm for Usdan's mission, an understanding of the value of arts education, and the ability to connect day-to-day tasks to Usdan's larger purpose.
- A proven track record of success in areas like event production, team management, organizational leadership, safety and security, and grounds maintenance.
- Ability to build strong personal relationships and interact comfortably with a variety of constituencies, including creative artists, board members, volunteers, leadership, and staff.
- Strategic thinker who sees the big picture while also sufficiently detail-minded to develop the necessary building blocks to reach the desired goal.
- Intellectual curiosity, confidence, and the ability to apply traditional COO craft in a dynamic, non-traditional enterprise.
- Knowledge of the New York City and Long Island performing arts, education, and/or summer camp landscape.
- Good listener who is intuitive, perceptive, and thoughtful, excellent communication skills, both written and verbal.
- Unquestioned integrity and honesty.
- Bachelor's degree or relevant work experience.
- Ability and willingness to travel as needed; frequent travel between New York City and Long Island is expected.
- 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.
- Must be fully vaccinated against COVID-19, and if eligible as defined by the CDC, have received a COVID-19 booster shot, before the first day of the camp season.
- The position is physically demanding. While reasonable accommodations will be made for applicants with disabilities, the ideal candidate has the ability to thrive in a hands-on, outdoors, all-day work situation, and the ability to work at odd hours and in all weather conditions.

## PHYSICAL DEMANDS

Studios are spread out throughout the 140-acre campus. Distances vary and are along uneven surfaces, up and down hills. Some studios 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.

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.

## COMPENSATION & BENEFITS

Salary commensurate with experience, \$160K - \$195K

The Chief Operating Officer's compensation package will be competitive and commensurate with the successful candidate's background and experience. Usdan is committed to a competitive salary and benefits plan.

## CONFIDENTIAL INQUIRIES & HOW TO APPLY

All applications must include (1) an up-to-date resume; (2) a letter of intent that specifically cites the experiences that best prepare the applicant for this role and why this particular opportunity is the logical and desired next step in their career; and (3) a list of references. Additional materials and information will be requested during the search and interview process.

Usdan Summer Camp for the Arts is an equal opportunity employer and encourages qualified candidates from all backgrounds to apply. [Apply here.](#)

## USDAN LEADERSHIP

*Lauren Brandt Schloss, Executive Director*

Lauren Brandt Schloss joined Usdan Summer Camp for the Arts in 2015. With her appointment, she became Usdan's third leader in a half century and the first woman to hold this position. Bringing over 20 years of experience in arts education at the Queens Museum, MoMA, and the Peggy Guggenheim Collection, Lauren is committed to ensuring that Usdan is at the forefront of educational and artistic practices. Ms. Schloss earned a B.A. in Art History from Princeton University and an M.A. in Arts Administration from Columbia University.

*Board of Trustees*

The Board of Trustees is composed of dedicated and engaged leaders committed to Usdan and its mission, vision, and continued growth. The accomplished professionals guiding Usdan include Russell Albanese, Maura Charles, Lillian Z. Cohen (Treasurer), Amanda Fugazy, Daniel Lisk, Michele Lowe (Secretary), Robert Nederlander, Jr. (Vice President), and John Usdan (President). Please visit our [website](#) for more information on Usdan Leadership.

## EQUAL EMPLOYMENT OPPORTUNITY

Usdan Center for the Creative and Performing Arts (a/k/a Usdan Summer Camp for the Arts) (“Usdan”) is committed to a policy of Equal Employment Opportunity and will not discriminate against an applicant or employee on the basis of race, color, religion, creed, national origin, sex, age, physical or mental disability, genetic information, sexual orientation, or any other legally-recognized protected basis under federal, state, or local laws, regulations, and ordinances.