

AN OPPORTUNITY TO JOIN A GREAT TEAM!

JOB TITLE	Backstage Host
DEPARTMENT	Marketing & Communications
REPORTS TO	Director of Marketing

ABOUT USDAN

Usdan has been recognized as a Top Nonprofit Workplace in 2021, 2022, and 2023! 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, develop personal independence, and have fun, alongside their art making.

POSITION SUMMARY

The Backstage Host is responsible for providing all Festival artists and guests with the highest level of hospitality. Responsibilities include, but are not limited to:

- Create a warm and inviting space for professional performers, staff, and backstage guests – which includes a well-set table with flowers, neat cards explaining dishes, and other personal touches.
- Set up morning hospitality, including coffee and small breakfast items (yogurt, granola bars, fruit)
- Set up catered lunch for up to 20 people daily.
- Maintain and replenish hospitality supplies on a daily and weekly basis – snacks, fresh fruit, and other perishables.
- Clean up after catered lunch, including washing dishes and proper food storage.
- Light laundry of towels and napkins.
- Work with cleaning staff to keep greenroom, dressing rooms, and bathrooms, clean and supplied.
- Order lunch for backstage guests.
- Oversee logistics of catering for large on-campus community days and smaller celebrations and VIP experiences.
- Other duties as assigned

JOB REQUIREMENTS

- Demonstrate a positive attitude and professional demeanor
- Excellent communication and interpersonal skills
- Highly detailed oriented and responsive
- Extremely well organized and ability to keep things neat and tidy
- Experience working in customer; experience working in the hospitality industry is a plus
- Ability to take direction and work autonomously
- Comfortable being outside in a high-energy, fast-paced, ever-changing camp environment

- 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.
- Strength in engaging with people; should be able to interact and engage with students (K–12th grade), families, teachers, and professional performers in a professional and respectful manner
- Be 17 years of age as of July 1, 2024.
- Experience working with children.
- 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.

2024 SUMMER SEASON DATES AND TIMES

- Monday - Friday, July 1 - August 23, 2024, varying shifts 9:00AM - 3:30PM, closed July 4.
- Pre-season commitments include:
 - Preseason campus prep: June
 - Staff Orientation: Saturday, June 1, 9:30AM - 4:30PM.
 - Family Orientation: Tuesday, June 18 (a 2.5-hour event to host families in the studios on campus).

COMPENSATION AND BENEFITS

- \$16/hour
- Complimentary use of studio space for their own artistic purposes, pre- and post-season, pending availability; semi-weekly use of swimming pool after camp hours; and occasional use of other facilities (e.g. tennis courts).
- Workshops in subjects like yoga, ceramics, and archery with other faculty and staff, if offered.
- Transportation:
 - Additional opportunities to serve as a bus monitor, which consists of riding the bus to and from camp and supervising students. Faculty and staff will receive a stipend (\$400-\$700)

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. There will likely be many opportunities for this position to traverse the campus, especially during the summer season. 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.

TO APPLY

USDAN SUMMER CAMP FOR THE ARTS



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

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.