



The Glen Echo Park Partnership for Arts and Culture is a nonprofit organization that manages the programs and facilities at Glen Echo Park, a vibrant arts and cultural center located in Montgomery County adjacent to Bethesda and the Town of Glen Echo. The Park is a community of artists, educators, dancers, and performers who share their knowledge and expertise with participants and audiences of all ages and skill levels. The Glen Echo Park Partnership is dedicated to encouraging public participation in all that the Park has to offer.

The Glen Echo Park Partnership for Arts and Culture seeks an Operations Assistant Manager. This position coordinates with various departments for the overall operations of venues at Glen Echo Park, ranging from multipurpose classrooms to the historic Spanish Ballroom. This position schedules and staffs all events with the support of part-time staff. Reporting to the Chief Operating Officer, this position will also support the day-to-day operations of the Park. With room for growth, this position requires the candidate to have a flexible work schedule to provide operational and logistical support at an active arts and culture center.

Job Title	Job Posting Date	Closing Date
Operations Assistant Manager	Mar 20, 2025	April 27, 2025
Department	Reports to (Position)	
Operations	Chief Operating Officer	

Job Type	Hours	FLSA Status	Pay Type	Salary Range
Regular ▾	Full-time ▾ 40 hrs/wk	Non-Exempt ▾	Salaried ▾	\$21 - \$26/ hour

Work Schedule and Hours

Tuesday through Saturday with general office hours of 9:30 am – 6 pm. Actual scheduled hours will vary based on site needs and events/programs but will not exceed 40 hours per week with breaks. Weekends and evenings are required, sometimes with short or limited notice. As an essential tier 2 position, the incumbent may be asked to report on site when the facility is closed depending on business needs.

Benefits

- Paid time off: 10 days vacation in the first year, 7 holidays, 4 floating holidays, sick and safe leave
- 401K available after 12 months (up to 5% of salary matched, no vesting)
- Partial employer funded health plan offered (after 3 months)
- Long term disability insurance (option to participate)

Duties & Responsibilities:

Venue Operations Management

- Responsible for ensuring the overall readiness and cleanliness of all Partnership-managed venues in coordination with dance, events and registration staff. Tasks may include but are not limited to: moving/ensuring the appropriate amount of tables/chairs, setting up A/V equipment, posting directional signage, light cleaning/tidying, and other needs.
- Monitor internal calendar and event dates to ensure the needs of users are met and scheduling and logistical conflicts do not occur.
- Update and implement standard operating procedures for venue operations, including opening and closing protocols, facility maintenance, and safety and emergency procedures.
- Coordinate with facilities staff for general maintenance items for the venues, including creating and tracking work orders or completing some light maintenance tasks (ie. changing light bulbs), and managing lost and found.
- Coordinate the maintenance of sound equipment, grand piano, specialty and stage lighting, and other venue

specific equipment with appropriate vendors.

- Manage inventory of venue supplies, equipment, and furniture, ensuring availability and upkeep.
- Train, manage, and schedule part-time staff to ensure venues are appropriately staffed for scheduled events and programs. Assist in hiring part-time staff when needed.
- Cover event or venue staffing needs when necessary.
- Communicate event staffing schedule on a weekly and monthly basis with internal staff and external partners.
- Work with the Dance and Events Program Director, Rentals Manager, and part-time events staff to ensure flawless delivery of events.
- Be knowledgeable of and enforce program and facility rules and requirements and all applicable health and safety regulations, fire codes, and accessibility standards.

Site Operations Management

- Assist with day-to-day site operations, including the management and distribution of keys and parking passes, coordination of janitorial and trash/recycling services, and management of security systems including alarms and cameras.
- Assist with tenant management, including drafting tenant correspondence, intake of service requests, and assisting with billing.
- Assist with the management of IT infrastructure and equipment, including the on-site phone and internet systems, computers, tablets and point of sale equipment.
- Assist in the day-to-day office and organizational operations needs.
- Assist in the procurement of supplies or materials needed for operations and maintenance.
- Assist with Volunteer Work Days.
- Support carousel operations and staff as needed during the carousel season (May - September).
- Support Chief Operating Officer with other administrative tasks as needed.

Special Event and Box Office Support

- Coordinate and manage volunteers for Park-wide events and festivals
- Support logistical planning and execution of Partnership events and festivals.
- Serve as backup to the Box Office Assistant on an as-needed basis.

Other duties as assigned, including additional facilities and carousel support.

Supervisory Responsibilities

- Coordination and managing of volunteers at events
- Training, overseeing, and scheduling of part-time event staff; escalating issues as needed; advising on hiring

Required Skills & Abilities

- Proven organizational, written and verbal communication skills
- Strong time management skills and ability to work independently
- Superb customer service skills and ability to positively represent the Partnership
- Ability to exercise sound professional judgment and maintain positive relationships with colleagues, clients, partners and vendors
- Strong computer skills and proficiency with Microsoft Office Suite, Google Suite, email and internet
- Ability to work in a team environment and collaborate with others
- Must be able to speak and understand English fluently
- Ability to have a flexible schedule for events, including working evenings and weekends
- Familiarity or willingness to learn about support of VOIP phone systems, office Apple computers and related IT equipment preferred.
- Knowledge of specialty lights and sound equipment preferred but not required.
- Crowd manager training certification and first aid/CPR will be provided as a requirement to the job.

Education and experience

- Completion of two (2) years in college or equivalent.
- A minimum of two (2) years prior event or venue management and customer service experience
- Experience managing, and supervising part-time staff or volunteers preferred.

Physical and Other Requirements:

- Must be able to lift and move objects up to 50 pounds on a campus setting, often moving materials from one

building to another.

- Must be able to walk or stand on your feet up to 90% of the day while working in a multi-facility environment with extensive park grounds and a variety of facilities both historic and renovated. Many of the buildings have stairs.
- Must be able to work in varying weather conditions
- Must be able to climb ladders up to 30 feet and move equipment such as folding chairs and tables.
- Have reliable transportation to and from Glen Echo Park including during hours when public transportation is not operating. transportation to and from Glen Echo Park, including outside of public transportation hours,

To Apply

Using the subject **Operations Assistant Manager**, email a cover letter and resume to jobs@glenechopark.org

Applicants may be asked to demonstrate their skills or ability to perform the tasks required for this position during the interview process. Employment is contingent on a criminal background check.

Equal Opportunity Employer

The Glen Echo Park Partnership for Arts and Culture is committed to providing equal employment opportunities to all applicants and does not discriminate against any employee or applicant for employment based on race, color, religion, creed, ethnicity, physical or mental disability, sexual orientation, sex, gender identity, family responsibility, pregnancy, genetic status or information, military or veteran status or on any status protected by federal, state or local law. Accordingly, as it relates to employment opportunities and in accordance with the law, The Partnership will provide reasonable accommodations to applicants with disabilities. Applicants requiring a reasonable accommodation for any part of the application and hiring process should email jobs@glenechopark.org. Individual determinations on requests for reasonable accommodation will be made in accordance with all applicable laws.