



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 Summer Support Staff members. Summer Support Staff are assigned to help with various activities throughout the Park depending on programmatic and operational needs. Assignments may include the carousel, camp/registration desk operations, special events, Partnership galleries, and facilities/park operations. Program heads will provide daily supervision. Summer support staff members will gain a wide variety of experiences and support many of the departments within the organization.

Job Title	Job Posting Date	Closing Date
Summer Support Staff	Mar 20, 2025	Until Filled
Department	Reports to (Position)	
Operations	Chief Operating Officer	

Job Type	Hours	FLSA Status	Pay Type	Salary Range
Seasonal/Temporary ▾	Part-time ▾ 20-35 hrs/wk	Non-Exempt ▾	Hourly ▾	\$16-\$17 / hr

Work Schedule and Hours

Scheduled days to work will vary based on programmatic or operational needs, with the schedule set every two to four weeks. Shift length and schedule will vary and will include weekend and evening hours with up to 35 hours per week. Shifts available May - September 2025.

Benefits

Eligible for Montgomery County Sick and Safe Leave (1 hour sick leave accrued for every 30 hours worked)

Duties & Responsibilities:

Carousel

- Assist in loading and unloading riders from stopped Carousel.
- Check for tickets and wristbands at the entrance.
- Supervise rider safety.
- Assist with opening and closing procedures, including assisting with carousel maintenance tasks
- Be friendly, answer general park questions and give directions.

Box Office

- Sell tickets for carousel, Aquarium, and events in person and manage online order pickup of tickets with the use of an iPad and Square.
- Set up and break down the ticket sales table when necessary.
- Complete all daily accounting as assigned.
- Greet all patrons and assist with any ticketing or event related questions.

Front Desk Support

- Greet and help visitors that come into the office
- Answer front desk phone and route calls accordingly
- Support registration team with administrative tasks, including filing and sorting the mail

After Camp Support

- Work as an After Camp Counselor, caring for camp aged kids (5 – 12 years old)

Gallery Assistant

- Greet visitors and provide information about the exhibition and Glen Echo Park
- Process sales of artwork and maintain accurate sales records
- Open and close gallery spaces; provide additional support during Art Walks and Opening Receptions
- Assist Exhibitions Manager with installation and deinstallation of gallery exhibitions, including patching/painting of gallery walls and moving pedestals and other display equipment.

Special Events Support

- Assist with the planning and preparation of Partnership-run special events
- Work during special events or summer concerts, including set up and clean up

General Facilities or Operations Support

- Assist with preparing spaces (indoors and outdoors) for events and camps, including but not limited to: moving and setting up tables and chairs, setting up tents, or ensuring they are clean and stocked with appropriate materials.
- Assist Facilities team with light facilities tasks.
- Support COO with administrative tasks

Performs other related duties as assigned

Required Skills & Abilities

- Must understand and speak English fluently to respond orally to verbal queries
- Good interpersonal and customer service skills and able to act as an excellent representative of the Partnership.
- Comfortable working with the public
- Able to behave professionally and courteously at all times
- Be knowledgeable of all rules and regulations and be able to enforce when necessary
- Ability to supervise up to 10 children at one time, as needed
- Must be flexible and able to switch between a variety of tasks as needs change
- Must be able to consistently report on-time for scheduled hours

Education and experience

- Minimum high school diploma or equivalent required
- Experience with retail sales functions preferred
- Some customer service and/or childcare experience preferred
- Current First Aid and CPR certification preferred. Can be provided upon employment

Physical and Other Requirements:

- The position requires the physical ability to climb ladders, and sometimes handling equipment and material up to 25 lbs, including tables, chairs and display pedestals.
- Must be able to walk or stand on your feet for multiple hours while working in a multi-facility environment with extensive park grounds and a variety of facilities both historic and renovated. Many buildings have stairs.
- Must be able to work in varying weather conditions (heat, rain, cold, etc.)
- Must have reliable transportation to and from Glen Echo Park

To Apply

Using the subject Summer Support Staff, 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.