



# GLEN ECHO PARK

Glen Echo Park Partnership for Arts and Culture

**March 2022**

**Glen Echo Park Partnership for Arts & Culture, Inc.**  
**7300 MacArthur Blvd, Glen Echo, MD 20812**

**JOB TITLE:** Part-Time Hall Manager

**REPORTS TO:** Events & Venue Manager, Rentals Associate

The Glen Echo Park Partnership for Arts and Culture is a nonprofit organization formed to manage and operate the programs and facilities at Glen Echo Park, an arts and cultural center located within a National Park site in Montgomery County. Glen Echo 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 Partnership is dedicated to encouraging public participation in all that the Park has to offer.

The Glen Echo Park Partnership seeks to hire part-time Hall Managers to serve as on-site representatives during public and private events, including rentals, dances, and public festivals and performances. The Partnership is looking to hire multiple candidates, with the ideal candidates being flexible, able to work independently, and comfortable working with the public as well as private clients, partners, and other key stakeholders.

## **RESPONSIBILITIES**

Hall Managers will be responsible for managing and monitoring event and venue operations for public and private events. Events are held primarily in the Spanish Ballroom, Bumper Car Pavilion, and Ballroom Back Room but may also include working in other venues at Glen Echo Park. Event types include rentals, social dances, and public festivals/performances.

Tasks and responsibilities will vary from shift to shift, but typical tasks during a shift will be:

- Opening and closing the venues and managing vendor load in/out activities
- Liaising with clients, presenters or vendors to ensure they have access to everything that they need and they use the space in the approved manner
- Assist in troubleshooting any facilities or operations-related issues
- Provide technical support related to their audio/visual needs and proper use and management of the facilities
- Oversee financial transactions and accounting, when necessary
- Coordinating with Partnership staff, clients, partners and emergency personnel regarding any safety and security issues
- Professionally represent the Partnership to the public and collaborating groups

## **HOURS AND COMPENSATION**

We seek to hire candidates for shift work for primarily weekend-focused shifts, Friday – Sunday evenings and Saturday – Sunday afternoons. There may be the occasional opportunity/need to fill mid-week evening shifts.

Our schedule of events and programs varies greatly from week to week, and as such, the number of hours that Hall Managers may work will vary accordingly. This is an open-ended position, with shifts throughout the year, although there will be a heavier concentration of shifts during peak months such as May – June, and September – October. During these peak months, we anticipate that Hall Managers may work between 12 – 40 hours per month.

This position is part-time with starting rate of \$16.00 per hour.

#### **NECESSARY SKILLS AND REQUIREMENTS**

- Must be 18 years old or over.
- Must be able to professionally communicate and uphold Park rules and regulations to clients, vendors, presenters, guests, and patrons.
- Must be able to manage a variety of tasks which are greatly physical in nature, sometimes requiring handling equipment, and material in excess of 40lbs. Applicants may be required to demonstrate their ability to perform the required work prior to employment.
- Must have reliable transportation to and from Glen Echo Park, as public transit is not readily available during evening hours.
- Must be able to walk or stand for up to 90% of each shift while working in a multi-facility environment with extensive park grounds. Please note, many of the venues have staircases.
- Must be able to climb ladders and move equipment, including folding chairs and tables.
- Must have strong written and verbal communication skills – Hall Managers will be required to complete brief written reports following shifts and, when necessary, may be required to make short announcements to audiences in spoken English.
- Must provide proof of COVID-19 vaccination.
- As tasks may vary depending on the event and shift, strong candidates for this role are those who can work independently with an attention to detail and strong communication skills.

#### **TO APPLY**

Please send resume and cover letter to: [jobs@glenechopark.org](mailto:jobs@glenechopark.org), with “Hall Manager” in the subject line. By mail, send to: GEPPAC, Hall Manager 7300 MacArthur Blvd., Glen Echo, MD 20812. No phone calls please.

*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 any status protected by federal, state, or local law.*