City Parks Foundation
830 Fifth Avenue, New York, NY 10065
www.CityParksFoundation

Position/Title:	**Usher, SummerStage, Central Park (August through October)**
Start Date:	**Immediate**
Salary:	**Competitive (hourly)**
Application Deadline:	**August 31, 2016**
Contact:	**Please send resume and cover letter to ArtsJobs@CityParksFoundation.org**

POSITION SUMMARY

Ushers assist our patrons with directions and answers to questions along with providing excellent customer service throughout our Central Park venue

QUALIFICATIONS

- 18 years or older
- 1+ years experience as an usher or a customer-service role is a plus but not required
- 1+ years in college and/or possess 1 year of job experience
- Strong interpersonal and communication skills
- Ability to work within a fast-paced environment
- Ability to learn and correctly recall details about the venue, its facilities and schedule
- Knowledge of SummerStage and/or the arts including music, dance & theater is a plus
- Organized, responsible and most importantly, punctual
- Available to work 3-6 shifts per week, outdoors, **throughout the late summer and early fall**
- Some evening and weekend work is required

REQUIREMENTS

- Warmly greeting guests as they enter the venue and VIP seating areas
- Escorting guests to their appropriate seating area
- Accurately answer questions regarding event times and facility locations
- Ensure that patrons carry the proper pass or credential to enter certain areas of the venue
- Assist in managing the flow of patrons inside the venue and in the VIP seating areas
- Work closely with venue staff and security to ensure public safety
- Occasionally assist Box Office Coordinator by scanning tickets and ensuring accurate counts
- Occasionally assist Guest List Coordinator by checking in guests and maintaining the check-in area
- Occasionally assist the Merchandise Coordinator in the merchandise booth
- Provide on-site assistance to the Marketing team for ongoing social media campaigns
- Other tasks as assigned by the Production Coordinator

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ABOUT CITY PARKS FOUNDATION

City Parks Foundation ("CPF") is the only independent, nonprofit organization whose mission is to offer programs in parks throughout the five boroughs of New York City. We work in more than 350 parks citywide, presenting a broad range of programs in an effort to promote healthy and vibrant communities. Our initiatives reach 425,000 people each year. Artistic, athletic, educational and park advocacy programs connect high needs communities with their local green spaces. CPF helps turn New York City's parks into centers of community development, while helping to create strong local leaders. The majority of our programming is provided at no cost, and we work in neighborhoods that would not otherwise have access to such resources. Signature programming includes: SummerStage, Partnerships for Parks, shows at the Swedish Cottage Marionette Theater in Central Park, Tennis/Golf/Track & Field sports programming for kids and seniors, and educational partnerships that promote healthy living and teach environmental science.