



GLEN ECHO PARK

Glen Echo Park Partnership for Arts and Culture

Carousel Manager

March 17, 2023

The Glen Echo Park Partnership for Arts and Culture seeks a Carousel Manager for the historic 1921 Dentzel Carousel. This position will oversee the overall management of the carousel to ensure appropriate staffing, smooth daily operations, and a positive visitor experience. This is a six-month full-time seasonal position from April to October 2023.

Reports to: Chief Operating Officer

Supervising: Carousel Operator and Carousel Attendants

Essential Job Functions

- Supervise and manage the ticket sales operations of the carousel to include: administering online and group ticket sales, training and supervising carousel ticket booth, and ensuring weekly deposit reports are accurate.
- Ensure the overall day-to-day operations of the carousel run smoothly, including overseeing the work of the Carousel Operator and Carousel Attendants
- Ensure a high level of customer service on the carousel and resolve issues as they occur.
- Assist in the hiring and supervision of Carousel Attendants.
- Manage the carousel operating schedule and coordinate with the Events and Venue Manager and Chief Operating Officer for any special hours or requests.
- Schedule carousel staffing to ensure full coverage for all shifts and hours of operations.
- Work on the carousel, including at least one weekend day per week, acting as a shift leader and overseeing opening and closing procedures.
- Maintain inventory of supplies and order when necessary.
- Manage volunteers' work on the carousel during volunteer work days.
- Ensure patrons and staff are adhering to safety rules and that the ride operates under safe conditions.
- Support the Carousel Operator with preventive maintenance and repair tasks on the carousel, band organ and carousel building.
- With the Carousel Operator, respond to emergencies related to carousel and band organ operation.
- Maintain and file maintenance and service records for the carousel and band organ.
- Assist in scheduling and coordinating contract personnel conducting routine inspections and specialty maintenance.
- Monitor security and fire system components.
- Other Duties as Assigned, including but not limited to assisting with preparation and execution of Park events and assisting with Park operations.

Work Hours

This is a full-time, seasonal position from April to October. General days and hours will be based on the carousel schedule, administrative work, and staffing needs with 40 hours worked per week.

The Carousel operates with the following schedule for 2023:

- April 29 – August 27
 - Wednesday – Friday, 10 am – 2 pm
 - Saturday & Sunday, 11 am – 5 pm
- September 2 – October 1
 - Saturday & Sunday, 11 am – 5 pm
- Plus, Memorial Day, Labor Day and additional evening hours throughout the season for special events

Candidate Requirements

- At least 3-5 years customer service or retail experience required.
- A minimum of 2 years of experience in managing or supervising employees in a retail or customer service setting required.
- Minimum high school diploma or GED required.
- Superb customer service skills and ability to positively represent the Partnership with customers, partners and vendors.
- Experience managing online and in-person sales as well as opening and closing accounting and reconciling for ticket and/or retail sales. Experience preparing deposits and managing cash boxes.
- Ability to exercise sound professional judgement and maintain positive relationships with colleagues, clients, partners and vendors.
- A positive “can do” attitude and team player
- Computer skills and proficiency with Microsoft Office Suite, Google Suite, email and internet use.
- Familiarity with basic mechanical or maintenance knowledge and/or experience in working with mechanical items, such as carousels and band organs, preferred but not required.
- Must be able to speak and understand English fluently.

Physical and Other Requirements

- The position requires the physical ability to use basic tools, climb ladders, and perform other physically demanding activities and sometimes handling equipment and material in excess of 40 lbs.
- Must be able to walk or stand on your feet for multiple hours and be able to work in all weather conditions (heat, rain, cold, etc.).
- Ability to work a flexible schedule including holidays, evenings and weekends.
- Must be at least 21 years old.
- Must be located in the DC metropolitan area and able to commit to working for the entirety of the carousel season.
- Must be comfortable and able to operate mechanical equipment.
- Current COVID-19 vaccination required. Onsite staff must adhere to CDC and state health guidelines and protocols.

Compensation

Full-time salaried seasonal non-exempt position for six months, from approximately April 15 to October 15. \$23,000 compensation for six months (\$3,833.33 per month paid on the 15th and end of each month). Sick and safe leave accrued.

To Apply

Please send resume and cover letter to: jobs@glenechopark.org with “Carousel Manager” in the subject line. By mail, send to: GEPPAC, 7300 MacArthur Blvd., Glen Echo, MD 20812. Applications without a cover letter will not be considered. No phone calls please. EOE.