



Title: Parking Coordinator

Department: Marketing

Supervisor: Event Operations Manager

Employment Type: Part-time, Non-exempt, seasonal

Works closely with: Event Operations Manager, Front of House, Box Office, Artistic & Technical Production, Special Events and Facilities.

To Apply: Please submit your cover letter and resume to personnel@caramoor.org with “Parking Coordinator” in the subject line.

We will only contact candidates being considered. No phone calls, please.

JOB DESCRIPTION

The **Parking Coordinator** supports the Guest Relations Staff in the safe, orderly, timely and friendly parking of guests at Caramoor events and certain private rentals of the grounds. Events normally occur Thursday–Saturday evenings and Sunday afternoons. The Parking Coordinator may also need to be available for meetings (onsite or remote) during business hours (Tuesday–Friday, 10:00am–4:00pm). As needed, the Parking Coordinator may also fill other assignments or duties as part of Guest Relations. Reasonable requests for accommodation will be considered. There is potential for work in the fall season as well. Fall hours are typically Friday & Saturday evenings and Sunday afternoons.

Essential Duties and Responsibilities:

Parking

- Monitor and direct vehicles to appropriate parking areas quickly and safely
- Monitor and control traffic flow between vehicles and pedestrians
- Assist guests with accessibility and mobility requirements as necessary
- Communicate any accessibility needs to Front of House staff to ensure proper event seating

Additional Duties & Responsibilities (as needed):

Front of House

- Assist in venue setup and cleanup
- Control guest flow in and out of venues
- Help enforce venue policies
- Provide assistance to guests with limited mobility or other accessibility needs



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Required Skills and Qualifications:

Experience and Education: Experience with or aptitude for MS Office Word and Excel. Related experience and arts/music background is helpful. Experience in parking, arts/events production or related experience is a plus.

Collaboration: Ability to work as part of the Caramoor family in a positive and professional manner. Willingness to be very hands-on and flexible to work on a variety of assigned tasks.

Customer Service & Communication Skills: Must have a friendly and professional attitude and work well with the public to navigate different personality types among stakeholders including visitors, VIPs/donors, seasonal staff, artists, senior staff team & Board of Trustees. Strong interpersonal and communication skills. Provide all visitors with the highest level of customer service, so as to make their visit to Caramoor as easy and enjoyable as possible. Engage with visitors and communicate Caramoor's history and mission.

Administrative Skills: Ability to maintain confidential information. Flexibility to adapt to changing priorities and new opportunities.

Values & Culture Fit: : Appreciation for creating an environment of inspiration of music for all visitors; and have a strong commitment to Caramoor's mission and values.

Working Conditions: Ability to work in a busy environment and with the public, maneuver outdoors (in all weather conditions) on 80 acres of woodland trails, gravel path ways and spectacular gardens. Flexibility to work during weekends and evenings as needed for events. Ability to lift/move up to 25lbs. Ability to set up and breakdown for events. Valid driver's license is a plus.

Caramoor is an Equal Opportunity Employer (EEO); this means that all aspects of employment, including recruiting, advertising, hiring, training, promotions, compensation, benefits, transfers, layoffs, return from layoffs, disciplinary action and discharge shall be conducted on the basis of qualification and ability without regard to race, religion, disability, sexual orientation, color, age, gender, national origin, citizenship, marital status, military and veteran status or any other basis protected by law.



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ABOUT CARAMOOR

Our mission is to enrich the lives of audiences through innovative and diverse musical performances of the highest quality, mentor young professional musicians, and engage children through interactive, educational experiences that deepen their relationship to and understanding of music. These three prongs – music performance, musician mentoring, and music education – infuse everything we do.

Located on a 80-acre campus in Katonah, NY, Caramoor Center for Music and the Arts, Inc. is a 501c3 non-profit arts center that has been in continuous operation since 1946. It presents approximately 55 live music performances throughout the year in a wide range of genres, culminating in a major summer season starting in June through early August. Caramoor also trains the next generation of classical musicians and provides music-based arts education to local schoolchildren. Through its public programs and community events, Caramoor annually serves approximately 40,000 people.

Caramoor was the summer home of arts patrons Lucie and Walter Rosen who opened their estate in 1946 to welcome artists and audiences to be inspired by music in the context of their beautiful gardens, historic buildings, and art. Classical music, from chamber to orchestral to opera, forms the core of Caramoor's programming, but over the years the program has grown to include jazz, American Roots, world music, American songbook, family programs, and more. Caramoor also rents its facilities and grounds for private events.

www.caramoor.org