MANITOGA / The Russel Wright Design Center: PROGRAM ATTENDANT

Manitoga is the nationally landmarked House, Studio and 75-acre woodland landscape of mid-century industrial designer Russel Wright (1904-1976) in Garrison, New York. With a creative vision that integrates nature, architecture, and design to a remarkable degree, it has become one of the great modernist destinations within reach of New York City. Manitoga/The Russel Wright Design Center offers an array of public tours and programs to engage visitors whose numbers have tripled in recent years. The Russel & Mary Wright Design Gallery, featuring over two hundred of their groundbreaking designs for the American home, opened to the public in 2021. Manitoga seeks a seasonal Program Attendant to join our talented public program team.

The Program Attendant reports to the Outreach / Public Programs Manager and works closely with tour program staff to ensure visitors have a positive experience at Manitoga while adhering to all safety and site guidelines. The Program Attendant 1) assists with tour group and visitor protocol, safety, and movement through the landscape and buildings; and 2) attends to the protection of the site’s architecture, collections, artwork installations, and vulnerable landscape features. The Program Attendant assists with site security and prevents trespassing by ensuring that access to the Quarry Pool path, inner landscape, and House and Studio is by guided tour only. The ideal candidate for this role demonstrates excellent customer service skills and self-assurance. S/he must be highly attentive to detail, self-motivated, and able to work both independently and collaboratively as part of the public program team.

RESPONSIBILITIES

Complete training with Manitoga Management regarding site policies and procedures, the ART+ DESIGN Residency installations, the Russel & Mary Wright Design Gallery, site history, and the ongoing restoration of the buildings and landscape.

Assist with tour flow and crowd control; professionally enforce site policies and procedures; and monitor visitor interactions with the site, collections, and installations.

Assist with special events, performances, and programs as needed, including a minimum of one event/program per year.

Weekend work including special events and select holidays during the tour season (May through November) is required.

ESSENTIAL SKILLS / PHYSICAL DEMANDS

- Excellent communication and customer service skills with the ability to foresee problems and develop solutions.
- High school diploma or equivalent required. College-level credits or degree in the arts preferred.
- Prior experience in customer service and/or working with the public required.
- Strong organizational skills with the ability to multi-task and prioritize.
- Good physical fitness with the ability to undertake moderate hikes and to stand in and out of doors in varying weather and for prolonged periods.
- Professionalism, reliability, and punctuality is required.

COMPENSATION: $15 per hour. Additional opportunities and compensation available for special tours, public events and programs.