

SUMMER JOBS IN MEDORA, NORTH DAKOTA

Work and play in Medora, North Dakota's #1 vacation destination! Medora is located in the beautiful badlands adjacent to Theodore Roosevelt National Park and is home to the *Medora Musical*. Approximately 300 people are hired each year to work for the Theodore Roosevelt Medora Foundation (TRMF) in Medora, North Dakota. This Old West tourist town offers a variety of work experiences and the unique opportunity to work evenings at the exciting *Medora Musical*.

We are proud of our organization and the environment we have created. We are looking for employees who will cooperate and adhere to our values to ensure a continued friendly, orderly, and safe work environment.

Read more about working and living in Medora below!
The following information – and much more – can also be found at
www.medora.com/employment

❖ HOUSING

Employee housing consists of dormitory rooms, modular homes, cabins, and motel rooms. Other housing and a limited number of RV sites with water, sewer, and electrical hook-ups are also available; however, the majority of summer employees are housed in double occupancy dormitories. Rent is \$3.50/day for most housing. Housing assignments are made based on the most efficient use of the space available. Housing is available only to those employees who are 18 and older. Co-ed housing is not available for unmarried couples.

Each dormitory has centrally located restrooms and shower facilities. Blankets, pillows, towels, sheets, and other linens are provided by TRMF; however, employees are welcome to bring their own linens. Washers and dryers are available in the dormitory laundry room to use free of charge.

The use of toasters, toaster ovens, microwaves, coffee makers, or any other type of cooking equipment is not allowed in the dormitories. Room inspections are performed to ensure that this policy is followed. A television, DVD player, VCR, and microwave are available for resident use. Please keep in mind that closet and storage space is limited. We recommend that employees do not bring any valuable personal possessions. The TRMF will not be liable for the safety of personal property.

❖ MEALS

Meals are provided at a discounted cost of \$4.50/meal. Employees have a choice of eating at the Chuck Wagon Buffet, the Maltese Burger Stand, and the Badlands Pizza Parlor. Deductions for meal charges are taken directly from the employee's paycheck. Employees will only be charged for meals actually purchased with their employee meal card.

❖ DATES

When applying, be specific about your employment availability dates, as they will be part of your employment agreement. Employees attending school in the fall are asked to work as close to their school starting dates as possible. We ask employees who are not attending school to stay at least through the last day of the *Medora Musical*.

While a large number of workers are needed mid-May through Labor Day, many seasonal employees are needed early April through late October. Please indicate if you are available to work earlier than April or later than October, as we also have a small number of positions that require staff for an extended season.

❖ PAY AND WORK SCHEDULES

Employees are scheduled approximately 37.5 hours/week. Additional hours are often available at the *Medora Musical*. Employees who take advantage of this opportunity are allowed to work up to a maximum of 55 hours each week. Overtime is paid after 40 hours. **Direct deposit of paychecks into a checking or savings account is required by the payroll department.**

Employees will be scheduled to work five or six days per week, including Saturdays, Sundays, and holidays. Some positions may require employees to work split shifts. Employee requests for specific shifts or days off will be accommodated when possible, but are not guaranteed and are at the discretion of the scheduler.

❖ JOB ASSIGNMENTS

Employees are assigned a tentative position on their employment contract, though this position may be adjusted for better fit once an employee starts work. We do our best to assign each employee to one of their top job choices, or to a position that is similar and of interest to them.

❖ APPEARANCE

It is a requirement that all TRMF employees exhibit a reasonable appearance as a basic condition of employment. Hair must be clean, well-managed, and of a natural color. Employees may wear earrings in their earlobes; however, other visible piercings or accessories may or may not be allowed at the discretion of the manager.

❖ UNIFORMS

Employees are issued uniform shirts at check-in which must be returned at the end of employment. Employees whose jobs require more specific uniforms will be contacted before they come to Medora. Jeans are acceptable to wear with your uniform, along with khaki or black pants. Pants need to be neat and modest. Bring comfortable, closed-toed shoes with you; tennis shoes are acceptable. No flip-flop sandals of any kind. Food service employees must always wear long pants and closed toed shoes at work. In case of extra work assignments, bring a set of clothes you don't mind getting dirty. Overtime opportunities in catering may require a white button shirt, black pants, and black shoes.

❖ SCHOLARSHIPS & INTERNSHIPS

Each year, TRMF awards college scholarships to exceptional summer employees, ranging between \$1,000 and \$1,500 each. In addition, students can earn paid internships in Medora; we can work with you to find a summer job that fits your internship needs.

❖ TRANSPORTATION

Transportation to and from Medora is at the employee's expense. Public transportation is available to Medora through Greyhound or Rimrock Bus Service.

❖ EMPLOYEE PERKS

- Discount of 25% in TRMF gift shops
- Discount of 25% on any food item not included in the employee meal plan
- A free Pitchfork Fondue dinner for employees hired prior to July 15th
- Free swimming at the Medora City Pool
- Free *Medora Musical* admittance
- Free admittance to *Bully the Play*, the 4-M Revue, and local museums
- Free miniature golf
When space is available...
- Free trail rides at the Medora Riding Stables
- Day-of golf at Bully Pulpit Golf Course for \$15.00

Mailing Address: Theodore Roosevelt Medora Foundation
PO Box 198
Medora, ND 58645
Phone: (701) 623-4444 or 1-800-MEDORA-1 (1-800-633-6721)
Email: personnel@medora.com
Website: www.medora.com/employment

❖ JOBS AVAILABLE

Seasonal employment opportunities are available from April through October, with a small number of positions requiring staff beyond the April – Oct. season. Experience, skills, and requests will be matched to available jobs whenever possible. We seek employees who are enthusiastic, friendly, and willing to work where needed.

MANAGEMENT, SUPERVISORY, AND TEAM LEADER POSITIONS

Amphitheatre Back Stage Manager	Learn and cue <i>Medora Musical</i> scene changes and backstage activities; assist amphitheatre manager with daily Burning Hills Amphitheatre operations
Amphitheatre Concessions Manager	Order, stock, and price all concessions inventory; assist in inventory control; implement proper sanitation procedures; ensure all equipment is in good working condition; supervise and motivate staff in sales and customer service
Amphitheatre Front of House Manager	Train, schedule, and supervise all <i>Medora Musical</i> front of house staff; ensure excellent customer service and safety; resolve guest problems at the Burning Hills Amphitheatre
Beverage Manager	Order, stock, and sell beer, wine, and soft drinks; set up and manage bar at the Pitchfork Fondue; assist with catered bars as needed (must be 21)
Catering Manager	Train, schedule, supervise, and assist catering staff; coordinate with the food service director and group sales manager regarding requirements for catered events; implement proper sanitation procedures
Chuckwagon Buffet Front of House Manager	Train, schedule, supervise, and assist dining room personnel; ensure dining room is clean and organized; greet guests and graciously handle any problems that may arise
Dormitory Head Resident	Supervise dormitory life and ensure residents adhere to housing guidelines. Do room checks, hold meetings, clean bathrooms and common area in and around dormitory, address resident needs
Flower Crew Leader	Plan and supervise the landscaping and planting of flowers on assigned properties; supervise the watering, weeding, and upkeep of flowerbeds in Medora.
Grounds Crew Leader	Supervise and lead grounds crew in daily mowing, trimming, weeding, planting, and clean-up assignments; coordinate with grounds manager on special projects.
Hotel / Motel Team Leader	Supervise and monitor customer service representative's performance, assist with training, solve customer and staff problems
Housekeeping Supervisor	Train, schedule, supervise, and assist housekeeping crews to ensure clean rooms are available to guests on time; positively motivate housekeeping crews; address complaints and resolve problems
Ice Cream Parlor(s) Manager	Train, schedule, supervise, and assist in all areas of the Ice Cream Parlor and Fudge Depot; take orders; operate cash register; make fudge and ice cream; implement proper sanitation procedures
Kitchen Manager	Train, schedule, and supervise kitchen staff; assist in all aspects of food production; inventory food and supplies; place orders with vendors; ensure quality control of buffet service and food product; implement proper sanitation procedures
Laundry Manager	Train, schedule, supervise, and assist seasonal employees in the laundry department; monitor duties of the laundry supervisors and crew; coordinate linen handling such as daily sorting and inventory; distribute clean linen and organize storage room
Maltese Burger Manager	Train, schedule, supervise, and assist in all areas of the burger stand; take orders; operate cash register; prepare food; implement proper sanitation procedures; inventory food and supplies and place orders with vendors
Pizza Parlor Manager	Train, schedule, supervise, and assist in all areas of the pizza parlor; take orders; operate cash register; prepare food; implement proper sanitation procedures; sell beer and wine (must be 21); inventory food and supplies and place orders with vendors
Retail Assistant Manager	Train, schedule, supervise, and assist all gift shop employees; provide relief to gift shop personnel for meals and breaks; assist retail staff with replenishing merchandise sold in the gift shops
Riding Stables Manager	Train, schedule, supervise, and assist riding stables crew in conducting trail rides; supervise dietary and physical needs of livestock; ensure personnel and customer safety; supervise the care and maintenance of property and tack

NON-MANAGEMENT POSITIONS

Accounting Internship	Assist in reconciling all cash, investment, expense and credit card accounts; assist with preparation of hourly payroll; make room and board deductions
Amphitheatre Sound Technician	Run and care for certain sound equipment at the <i>Medora Musical</i> as assigned by sound board operator, run sound for Pitchfork Fondue and special events. Assist with amphitheatre cleaning and maintenance.
Amphitheatre Technicians	Assist with back-stage activities at the <i>Medora Musical</i> ; maintain set pieces, props, and equipment; participate in amphitheatre retail and concession sales; amphitheatre cleaning and maintenance.
Assistant Volunteer Coordinator	Assist with weekly orientation and training of volunteer workers, housing check-in and check-out, make and distribute nametags, compile volunteer information for database, put together information packets, collect and compile weekly surveys.
Bartender	Prepare standard mixed drinks; pour wine and beer; prepare mixed drinks to match customers' specific orders. Collect payment and operate the cash register. Clean up after customers and keep work area clean (Must be 21)
Buffet Cook	Prepare food; set up, stock, and maintain the buffet line; follow proper sanitation procedures
Busser	Assist with clearing tables, refilling water, serving bread, and restocking; clean plates, silverware, and glassware; help set and reset dining room tables.

Campground Customer Service Representative	Check in guests at front desk; familiarize them to Medora; respond positively to guest questions and concerns; present guests with the opportunity to purchase Musical and Fondue tickets, etc.; take reservations
Campground Grounds	Clean campground restrooms; pick up litter; maintain grounds and campsites
Campground Host	Assist Campground Manager in overseeing daily activities at the campground, should live on site in RV and be available to assist with guest needs after hours.
Caterer	Accommodate special events including the Pitchfork Fondue, receptions, parties and corporate functions; set up and clean up at event location; transport, serve, and replenish food; follow proper sanitation procedures
Communications Internship	Produce and publicize necessary information as directed; prepare and distribute menus and signs for TRMF entities; assist Marketing Director and Group Sales Manager with coordinating and working special events
Dishwasher	Wash dishes, pots, pans, and utensils; clean, organize, and maintain kitchen; sweep, mop, and remove trash; follow proper sanitation procedures
ESL Intern	Work with personnel director to provide English as a Second Language instruction to international workers throughout the summer.
Golf Course Beverage Cart Server	Sell snacks and beverages on golf course via beverage cart, make change (must be 21)
Golf Course Grill Attendants	Take food orders; prepare orders using an outdoor grill; make change; serve beer, wine, and other beverages; follow proper sanitation procedures (must be 21)
Golf Course Laborer	Assist in golf course turf maintenance, course set-up, irrigation, operate golf course equipment and hand tools
Golf Course Outside Service Worker	Greet players immediately upon arrival; assist players with preparation for play and departure after play, i.e. remove players clubs from vehicle, clean golf clubs after play
Golf Course PGM Intern	Must be enrolled in a PGM program and seek to fulfill an internship required by training school.
Golf Course Player Assistant	Monitor and control pace of play by communicating with players; patrol practice area; enforce rules of golf; ensure guests have all necessary information to fully enjoy their golfing experience
Golf Course Starter	Ensure golf tee times proceed in a timely manner in order to control the pace of play on the course, through excellent, courteous communication with players and other golf course staff
Golf Shop Attendant	Greet customers; provide information to promote full enjoyment of golf course facility; schedule tee times; sell merchandise and equipment; operate cash register and credit card machine
Grounds & Flower Crew	Assist with regular lawn mowing and hedge/bush trimming; plant, water, weed, and maintain flowerbeds;
Group Sales Assistant	Assist groups with motel reservations, catering needs, meeting rooms, attractions, and special requests
Host/Hostess	Greet and seat customers in dining room; assist with food delivery and clearing/resetting of tables when necessary; ensure guests dining needs are met
Hotel / Motel Customer Service Representative	Check in guests at front desk; familiarize them to Medora; respond positively to guest questions and concerns; present guests with the opportunity to purchase Musical and Fondue tickets, etc.; take reservations; answer and direct incoming phone calls
Hotel / Motel Night Auditor	Answer telephone and operate hotel / motel front desk during overnight hours; print audit reports; compare shift totals to audit report
Housekeeper	Clean motel rooms and employee housing; complete side work, i.e. remove garbage from motel parking lot
Ice Cream Parlor Attendant	Greet customers; serve ice cream and fudge to guests; operate cash register; follow proper sanitation procedures
IT Assistant	Assist IT manager with computer, networking, and point-of-sale troubleshooting throughout TRMF.
Janitor	Clean restrooms and public areas of several attractions and businesses to make ready for the public each day. Must have a valid driver's license. Assist housekeeping or laundry department when needed.
Laundry	Wash, dry, fold, and distribute all linens to proper locations
Line Cook	Set up cook station; prepare orders to customer specifications
Maintenance	Maintain operations of TRMF properties; assist in general construction, plumbing, refrigeration, welding, and engine repair projects
Maltese Burger	Take and prepare food orders, use flat top grill and fryer, serve food orders over the counter to customers, follow proper sanitation procedures
Outside Clean up	Maintain cleanliness around TRMF businesses, power wash outside dining areas, empty garbages, work on grounds crew as needed
Pizza Parlor	Take and prepare food orders; operate cash register; serve beer and wine (must be 21); follow proper sanitation procedures
Pool Maintenance	Clean and vacuum pools; conduct daily pool tests; add necessary chemicals; backwash filter; clean decks and maintain cleanliness of pool area
Receptionist	Answer and transfer telephone calls to appropriate extensions, take messages, sort and deliver office mail, assist with data entry projects and other office support needs
Restaurant Cashier	Greet customers; operate computerized cash register and credit card machine; assist with bussing tables whenever possible
Retail Gift Shops	Greet customers; learn product information; sell merchandise; operate cash register and credit card machine
Riding Stables Crew	Must have excellent riding skills. Give guests informative, guided trail rides through the badlands; ride in the <i>Medora Musical</i> ; clean and maintain stables
Salad Preparation	Assist in food preparation; supply buffet line with salads, entrees, and condiments
Shuttle Bus Driver	Shuttle staff between Dickinson, Belfield, and Medora; ensure pop machines are full; run errands as needed
Wait Staff	Take drink, meal, and dessert orders; explain in detail the ingredients and preparation of each dish; deliver requested items to customers; clear and reset tables for new customers