



Auxiliary Programs Site Manager The Pingry School

Founded in 1861, The Pingry School is an independent, co-educational, college preparatory day school for 1,100 students in kindergarten through the twelfth grade, situated on two campuses in Basking Ridge and Short Hills, New Jersey.

The Pingry School seeks energetic and creative individuals to work with the Assistant Director of Auxiliary Programs to support programs and events held outside school hours at both the Basking Ridge and Short Hills Campuses. Site managers serve as the liaison between The Pingry School's Auxiliary Programs Department, the Pingry Facilities team, and renters. Site managers must ensure that renters follow all terms of their rental agreements, follow Pingry School safety protocols, and respect the Pingry School and its facilities. This position reports directly to the Assistant Director of Auxiliary Programs.

Position Hours: (hours may vary based on events/rentals)

Location: Basking Ridge and Short Hills Campus

Monday–Friday 5:00 p.m.–10:00 p.m.

Saturday–Sunday 8:00 a.m.–2:00 p.m./2:00 p.m.–9:00 p.m.

RESPONSIBILITIES:

- Effectively communicate and coordinate all aspects of a given event on campus:
 - timeframe and location of the rental
 - parking locations
 - safety regulations
 - monitor proper facility usage (e.g., renters using assigned rental spaces, spectators not using inappropriate spaces)
- Communicate any needs, which the Site Manager cannot supply, with the onsite Pingry Facilities team member
- Learn and utilize the school's front desk software, Guardian Security Software
- Understand all emergency procedures and protocols, and be prepared to execute these at any time.
- Facilitate rental set-ups, including: raising and lowering curtains in the gymnasiums, raising and lowering basketball hoops, set up scoreboards; arrange extra chairs/tables; supply guests with wireless passwords, and have a familiarity with basic operation of theater lights, projection equipment, and wireless microphones.
- Manage squash court rentals and access using Mindbody software and the Mindbody app:
 - Confirm reservations in Mindbody
 - Confirm participation waivers are on file or filled out onsite prior to usage
 - Confirm participants have proper gear and equipment, including non-marking shoes and goggles
 - Ensure that squash courts are used only for squash play
 - Unlock court/relock after reservations
- Effectively problem-solve logistics issues

Basking Ridge Campus, Upper and Middle School
131 Martinsville Road, Basking Ridge, NJ 07920
phone 908-647-5555

Short Hills Campus, Lower School
50 Country Day Drive, Short Hills, NJ 07078
phone 973-379-4550



- Supply final written report of the renter and their event
- Assist with other logistics as needed

QUALIFICATIONS:

The ideal candidate should possess effective communication skills, tenacious problem-solving skills, and the ability to initiate, implement, and see all projects through to completion. The ability to clearly and patiently collaborate and communicate, both internally with colleagues and externally with customers, is critical. Technical skills are also important. First Aid/CPR/AED Certification are required.

SALARY & BENEFITS

This is a part-time, 12-month position. Salary is based on experience.

To apply, please send resume and cover letter to Mary Kokie McNaugher, Assistant Director of Auxiliary Programs, at mmcnaugher@pingry.org.