WORK & TRAVEL USA

Theodore Roosevelt Medora Foundation - Theater Operations Staff

HOST INFORMATION

Company Description:

Medora is a small resort town located on the western edge of North Dakota. It is home to the Medora Musical, the gateway to Theodore Roosevelt National Park and home to the Theodore Roosevelt Presidential Library. The National Park covers 110 million square miles of badlands and is packed with native plants and animals, including bison, wild horses, elk, and bighorn sheep. Medora has several museums and historical sites to visit, Bully Pulpit Golf Course, Point to Point Recreational Park, the Cowboy Hall of Fame, and many other sights. Over 500,000 visitors visit Medora during its summer season.

TRMF participants can go horseback riding, visit local museums, and go mini golfing for free during the week. The town of Medora offers much history relating to the American West and President Theodore Roosevelt including free or nominal cost museums. Participants can enjoy hiking and biking, and there is a lazy river, pickleball courts, volleyball court, and basketball courts available to participants for free or minimal costs. Employees can enjoy the Medora Musical and other shows in our 2 theaters free of cost. There is no public transportation in Medora, but nearly everything is accessible by foot or bike.

During the summer, Medora can be hot during the day, but there are usually cooler days or days with rain at the beginning of the summer season. Participants should bring a warm jacket, an umbrella or raincoat, and clothes they can wear in layers.

Host Website: https://www.medora.com/

Site of Activity: Theodore Roosevelt Medora Foundation

Parent Account Name: Theodore Roosevelt Medora Foundation

Host Address: 405 East River Road S , PO Box 198 , Medora , North Dakota , 58645

Nearest Major City: Dickinson , North Dakota , Less than 50 miles away

PLACEMENT INFORMATION

Job Description:

The Theater Operations Staff are responsible for executing the day-to-day operational tasks at the Burning Hills Amphitheatre including fulfilling concessions and front of house positions. The staff is also responsible for daily cleaning of the facility and general maintenance of the buildings and grounds. The Theater Operations Staff

should be flexible and adaptable in their tasks and assignments during their workday.

Duties/Responsibilities:

Deep clean and stock all restrooms daily, and touch-up during the musical.
Fill front of house positions during Pre-Show, Intermission and Post-Show.
Ensure guest safety during times of ingress and egress.
Assist with ordering and managing inventory of all Concessions items.
Assist in receiving, inventorying and organizing all food and beverage orders.
Greet customers and give each guest excellent customer service.
Responsible for operating POS (Point of Sale) when covering front of house positions.
Ensure concessions stand, parking lots, and audience seating areas are cleaned daily.
Participate in workplace safety training sessions.
Promote sales of events and services by providing all guests with enthusiastic and accurate information for these offerings.
Interact and maintain positive relationships with guests, co-workers, and management consistent with TRMF values.
Perform other related duties as required.

Required Skills/Abilities:

Excellent verbal communication skills.
Reliable, on time, and ready for every shift.
Provide outstanding guest service.
Willing to work mornings, evenings, holidays, special events as needed.

Required Education and Experience:

Must give exceptional service to all guests.
Must be able to troubleshoot and create solutions if needed.
Previous Guest Service Experience preferred.
Must be able to operate POS system, or willing to learn.
Must possess math skills sufficient to make changes for customers quickly and accurately.
Must be fluent in English, bilingual a plus.

Typical Schedule:

This is a full-time seasonal position. Days and hours of work are varied based on needs of the guests, and include morning and evening shifts. Some days may be split shifts

Seasonal changes to job duties or available hours: Yes

Peak season runs between early June and early September. Hours in this timeframe are more consistent than pre-season or post-season. Weather issues can cause fluctuation of hours at times.

Drug Test required: No

COMPENSATION

Hourly Wage: $15

Eligible for Tips: No

Estimated weekly wages including tips: $600

Bonus: No

* All figures above are pre-tax

Estimated average number of hours per week: 35

Estimated minimum number of hours per week: 32

Estimated maximum number of hours per week: 50

Potential fluctuation in hours per week:

Peak season runs between early June and early September. Hours in this timeframe are more consistent than pre-season or post-season. Weather issues can cause fluctuation of hours at times.

Average number of hours per week reached by last year's seasonal employees: 40

Overtime Policy:

Yes, paid after 40 hours

Job-Specific Benefits:

Free admission to the Medora Musical, Free admission to Point to Point Park Monday-Friday (business level dependent), Scholarship opportunities.

JOB REQUIREMENTS

English Level required:

★★★★★★ Advanced

Required to be 21+: No

Previous Experience required: No

Qualifications & Conditions

Lifting

Lifting requirement: 50lbs/22kgs

Description:

While performing the duties of this job, the employee is regularly required to; to talk,hear, walk, & stand. Frequently required to push, pull, bend over, crouch, kneel, have repetitive use of hands/arms, and lift and carry up to 40 pounds. The ability to go up and down many stairs is required.
Standing for entire shift

Handling cleaning chemicals

Working outdoors

Working under direct sunlight

Other qualifications or conditions

Description:

Excellent English Skills if English is a 2nd language. You must be able to talk to and assist customers during shift. Uses of abdominal, back and leg muscles to support the body continuously over 10 hours time without fatiguing. You will outside in hot conditions when working at the Medora Musical.

Job Training required: Yes

Length of job training:

1 week. Additional training may be required if necessary.

Hours per week during training period: 32

Different wage during training period: No

Start on specific day of the week: No

Training requirements:

Employees will learn chemical usage, as well as how to work on a Point of Sales system. Employees should expect to work outside in the weather in morning and evening shifts. No athletic shorts or pants for work. There is some exposure to heat, sun, wind, rain in this position.

Need to wear uniform: Yes

Uniform Policy:

Employees are required to wear a company issued polo, a nametag, closed toed shoes, and appropriate pants (black, khaki, jeans without rips, tears, or holes). Employees will be charged for any uniform shirts which are not returned to the LSC HR team at the end of the season.

Cost of uniform: $0

Uniform laundry: Participant responsibility

Dress Code: Yes

Description:

All employees must wear a nametag issued by TRMF. Employees are issued polo shirts which must be worn as a uniform. Closed toed shoes are required. Employees can wear black pants, jeans without holes, rips, or tears, and khaki pants to work. No leggings, track pants, or other colors are permitted as part of the uniform. Black belt or brown belt required for uniform.

CULTURAL OPPORTUNITIES

Types of Cultural Opportunities:

Movie or Game Nights, Will provide information about Events, Local Resources, Attractions/Sites, Local Community, Shopping Trips, Sporting Events, Holiday Events, Trips to Nearby/Major Attractions, Company Parties, Karaoke Nights or Talent Shows, Trips to Major City, International Night, Talent Show, National Park Tours

Additional Details about Cultural Offerings:

The Theodore Roosevelt Medora Foundation hires summer employees from all over the United States as well as many countries from around the world. In 2026, we had 35 countries represented in our job positions!

Local Cultural Offering:

Here at TRMF, we want you to have experiences beyond your time at work.

Seasonal Employment Opportunities | Medora Foundation

-FREE admission to the Medora Musical

-FREE access Monday-Thursday to Lazy River, PIckleball Courts, Mini Golf, Zip Line

-DISCOUNTS at TRMF owned Retail Stores and Restaurants

HOUSING AND TRANSPORTATION

Housing Provided: Yes. Employer Guarantees employer - owned or employer - arranged housing to all hired participants. May find own (can choose alternative).

Employer-owned or employer-arranged housing description:

Life Skills Center The Life Skills Center is at the heart of campus and employee living. Donated by Bill and Jane Marcil the Life Skills Center was created to implement a space that brings employees together to do great work as well as to create a space that enriches our employees social and educational lives, and it does just that. It is based around the Elkhorn Quarters where most of our employee housing is located and is right next to the Spirit of Work lodge which houses our volunteers. It serves as our activity center, information base, and cafeteria location. You can look forward to the following amenities at the Life Skills Center... *Fitness Center *Social/Activity Room *Resource Room with study areas and computers *Prayer & Reflection Room *Dining Center *Music Rooms *English Language Learning Classroom This building is also home to the Medora Musical Rehearsal Hall, the reservation center, and a training room. Life skills classes on various topics will be held in the training room throughout the summer season. These courses are free for employees to attend. During the summer season, there are no kitchens available for use by seasonal staff. However, we do have microwaves available for use in centrally located areas. Shuttle services to Wal-Mart in Dickinson will be made available weekly. During the fall and spring season, a lunchtime meal option may be available to seasonal staff. Housing Seasonal employee housing consists of motel-style rooms and double occupancy dormitory rooms. The 2027 housing cost is as follows: Dorm housing (double occupancy, communal restrooms and showers, shared public refrigerator and microwaves, public lounges, laundry room) $30.00 per week Elkhorn Quarters housing (Double occupancy, private bathroom, microwave and mini refrigerator in room, television, public lounges, laundry room) $60/week. There are no single housing options for J1 employees. All employees should expect to have 1 roommate, which they will share room space with. Employee housing costs are deducted from employee paychecks on a bi-weekly basis. Housing assignments are made based on availability with employees' preferences taken into consideration from their Housing Survey. Housing is available only to those employees who are 18 and older and working in a full-time seasonal status for the summer. Blankets, pillows, towels, washcloths, and other linens are provided by TRMF, however employees are welcome to bring their own linens. It is the employees' responsibility to change their own bed linens and keep their room clean and orderly. Washers and dryers are available at each employee housing location for no charge. The use of toasters, toaster ovens, microwaves, rice cookers, coffee makers or any other type of cooking equipment is not allowed in employee housing. Candles and incense are also not permitted. There are room inspections to ensure that this policy is followed. A television, DVD player, and games are available in a central lobby of the dormitory for employee use. Please keep in mind that closet and storage space is limited. TRMF will not be liable for loss of personal belongings. Renter's insurance is recommended. No pets of any kind are allowed or tolerated in seasonal employee housing. Employees who are found to have pets in their employee housing will be issued a large pet cleaning fine and will likely lose the privilege of receiving employee housing. Employees must follow proper check-in and check-out procedures for employee housing. Rooms must be cleaned and assessed by

housing managers, and keys must be returned. Failure to follow this policy will result in cost assessments. Terminated employees are required to vacate housing immediately, and they are responsible for making their own travel arrangements out of the area.

Lease Agreement: Yes

Onsite Amenities:

WiFi: Yes

Description:

All TRMF buildings have free wifi available.

Phone Service: Yes

Description:

Cellular service is available. Human Resources will be available to assist with landline phone calls if needed during office hours Monday-Friday 9am-5pm

Kitchen facilities: No

Description:

There are no kitchen facilities in dorms. Employees will either have a shared microwave and refrigerator in their room or a public area depending on the dorm.

Laundry facilities: Yes

Description:

Full laundry rooms with multiple washers/dryers are located in each housing unit to use free of charge. Irons/ironing boards are available onsite. Employees must provide their own laundry detergent.

Occupancy Requirements for Provided Housing:

Minimum Occupancy Per Room: 2

Maximum Occupancy Per Room: 2

Suggested Occupancy Per Room: 2

Rooming Arrangement Description:

DORM: bunk beds and 2 residents, communal restrooms/showers, common areas, shared laundry room. One floor is female residents; one floor is male residents. No mixed gender rooms available. ELKHORN QUARTERS: bunkbeds and 2 residents, private bathroom, microwave, mini refrigerator, and television in room, common areas, shared laundry room. . Mixed gender rooms available. Roommate requests should be made on the Housing Survey and are not guaranteed.

Provided Housing Cost:

Required to Pay for Provided Housing: Yes

Cost per Week: $60

Housing Cost Deducted from Paychecks: Yes

Utilities Costs: No

Housing Deposit: Yes

Cost: $180

Description:

Payroll deducted over varying pay periods.

Housing Deposit Refundable: Yes

Conditions for Deposit Refund:

Housing deposits will be returned if the employee works until their contracted end date, the room is clean and free from damage, all linens returned in good condition, check-out completed with Resident Assistant. Failure in any of these areas may result in losing part or all of the housing deposit.

Details About Deposit Refund:

Will be included in their final paycheck.

Transportation to Worksite:

Walking Commute Time
Estimated commute time: Under 15 minutes

Description: The town of Medora is very small. Most everything in town is within 10-15 minutes walking distance from our employee housing.

Biking
Estimated commute time: Under 15 minutes

Bicycles are provided free of charge: No

Bicycles are not provided: No

Bicycles are available to rent: Yes

Estimated cost: $60

Total: Yes Per Day: No

Description: Most everything in town is within 10 minutes walking distance from our employee housing. If you would like to rent a bicycle in town during the summer season, there is a local bike shop you can visit. Cost is $60.00 for the season.

Employer-Provided Transportation
Estimated commute time: 15 to 30 minutes

Estimated cost: $10

Total: No Per Day: Yes

Description: Weekly shuttles will go to Dickinson (30) miles for grocery shopping and Walmart trips. Cost is $10.00 per trip, deducted from paycheck when they sign up.

ARRIVAL INFORMATION

Arrival Instructions:

We provide employee shuttles to and from both Dickinson and Bismarck airports for arrival and departure free of charge. Dickinson is a 40-minute trip in each direction, and Bismarck is a 2-hour trip in each direction.

We do require that employees follow our scheduled pick-up times and days. **Shuttles are provided 7 days a week at pre-selected times. All employees must book their employee shuttle time PRIOR to purchasing flights to ensure shuttles are running at corresponding times.**

Dickinson airport has no services such as taxis or hotels near it, as it is in a remote area. Dickinson airport also closes each night so overnight stays are not allowed. All employees flying into Dickinson **MUST** follow the shuttle schedule for pick-up.

If an employee chooses to fly into Bismarck airport, they may stay at the Evergreen Inn if their flight arrives outside of shuttle pick-up times. The Everspring Inn offers an airport shuttle. The cost for the Everspring Inn is the responsibility of the employee should they choose to do a late-night arrival into Bismarck Airport.

All arrival and departure information must be received a minimum of 7 days prior to the shuttle ride date for scheduling purposes.

Shuttles to the Social Security Administration Office and to the Bank are free. Participants are scheduled for Social Security trips and can sign up for trips to open a bank account at the bank.

If a participant needs a shuttle to either Dickinson or Bismarck outside of their arrival or departure, the costs are as follows:

Dickinson - $10.00 per person

Bismarck - $100.00 per person

All shuttles outside of arrivals and departures are available as the shuttle drivers schedule allows.

We do take employees to Wal-Mart in Dickinson each week on a first come first serve basis. This shuttle ride costs $10.00 per employee, and 10 people can go on each shuttle run. Sign-ups for this are located in the LSC Cafeteria.

All transportation questions or requests should be directed to **shuttles@medora.com**

Suggested Arrival Airport:

Bismarck Municipal Airport, BIS, Over 50 miles

Dickinson Theodore Roosevelt Regional Airport, DIK, Less than 50 miles

Estimated cost of transportation to worksite from suggested airports: $150 to $200

If arriving after regular hours:

Suggested After-Hours Accommodation:

Everspring Hotel
200 E Bismarck Expy
Bismarck , North Dakota 58501
https://everspringinn.com/
(701) 222-2900
$100 to $150

TRAINING AND ONBOARDING

Pre-Arrival Onboarding: Yes

Employees are expected to complete all CIEE paperwork as well as TRMF paperwork **before arrival.** This includes:

- Sign TRMF Offer Letter
- Complete Onboarding Tasks
- Complete Housing Survey
- Complete Arrival Information Form

Housing Survey: Housing survey requests are considered in the order they are received based on availability. Housing Surveys will be sent once the candidates have completed the onboarding tasks.

If an employee fails to sign the offer letter and complete the onboarding tasks in a reasonable amount of time, their contract may be rescinded.

****If a participant *does not* complete the required paperwork before arriving in Medora, it is likely they will not be granted housing preferences, and their onboarding process will be delayed****

Social Security Number:

Require participants to apply for SSN before arrival at worksite: No

Details about how to apply for Social Security Number:

All participants will be assigned a day to be transported to the Social Security office free of charge. When participants are scheduled for their shuttle, they will receive an email explaining the details of this trip. Forms will be available at the Life Skills Center reception window to be filled out ahead of time. Social Security cards will be mailed directly to the Life Skills Center office upon completion.

Nearest SSA Office: Bismarck , North Dakota , Over 50 miles

Other:

Wage Payment Schedule:

Paychecks will be distributed every other Friday. If that Friday falls on a holiday, the previous work day is pay day. The two-week pay period begins on Sunday 12:00am and runs through Saturday 11:59pm. Direct deposit and/or paper checks.

Meal Plan: Optional

Estimated Cost Per Day: $28.5

Meal Plan Description:

Employees may eat at a discounted cost of $9.50/meal from April through October with their employee ID. Deductions for meal charges are taken directly from the employee's paycheck.

Provide Certificates/Performance Evaluations: No

Hire in Groups: Yes

Maximum Group Size:

Grooming Requirements:

TRMF employees must exhibit a professional appearance as a condition of employment. Employees must attend work having showered and applied deodorant. Hair, including mustache, beard/sideburns, must be clean, well-managed. Tattoos must be covered or non-offensive. Makeup must be of modest application. Employees may wear earrings in their earlobes however any other visible body piercing is not allowed. Employees may be asked to adjust their wardrobe or appearance as managers see fit.

Second Job Availability: Yes, likely

Applicable Company Policies:

TRMF employees should come to Medora prepared with the following uniform attire to accompany the uniform polo that is distributed in onboarding. You must have the following:

- At least two pairs of either neat blue jeans, khaki and/or black pants. No holes, excess distressing or decoration. They must be of a moderate fit (not extremely tight and not baggy).
- Brown or black shoes or neutral tennis shoes will also be permitted in most departments (no open toed shoes or sandals).
- A brown or black leather belt, employees may be asked to tuck in their uniform when at work.
- Some employees might also want to bring the following in case they are interested in being available to help with catered events: One pair of black dress pants, black closed toed shoes.
- If employees are working in food service, they must bring black slip resistant shoes appropriate for working in kitchens.
- No athletic shorts, athletic pants, or overly short shorts are allowed for work.
- Tattoos must be covered.
- Piercings are only allowed in the ear. No plugs or facial piercings are allowed.

Smoking and Tobacco:

Smoking is not allowed in any employee housing properties or TRMF buildings. This includes, but is not limited to, hookah pipes, e-cigarettes, vapes, cigarettes, and cigars. Marijuana is illegal in the state of North Dakota. Employees may not possess this, or other illegal substances, within TRMF housing.

Employees should make a reasonable effort to be out of the way of guests as much as possible. E-cigarettes and vapes must not be charged in the workplace. Failure to comply with this policy will be reported to Human Resources and could result in further discipline, up to and including termination.

Attendance & Tardiness:

It is an essential function of each job for the employee to be on the job and ready for work at the scheduled time every day they are assigned. If an employee will be late or cannot come to work, they must contact their supervisor as early as possible prior to the start of their shift. Multiple absences or late arrivals may result in disciplinary action, up to and including termination of employment.

Second Jobs:

Employees may look for work within the community, given that it doesn't conflict with their first job. All second jobs must be filed with an agency as a J1 second job, without exception. If an employee takes a second job and does not fulfill the responsibilities of their primary job, they may be terminated.

COMMUNITY AMENITIES

Walking Distance from Worksite:

Post Office, Bank, Restaurants, Fitness Center, Convenience store

Walking Distance from Housing:

Post Office, Bank, Restaurants, Fitness Center, Convenience store

Unavailable:

Food Market, Shopping Mall, Internet Cafe, Public Library