



Interlochen Center for the Arts - Hospitality Staff

HOST INFORMATION

Company Description:

Located in beautiful northern Michigan, our 1,200-acre campus is surrounded by nature and nestled between two lakes. Interlochen is a hub of creative energy, where artists and arts enthusiasts find inspiration and connection.

Interlochen Arts Camp has an expansive campus which has more than 400 buildings, facilities, and venues that cover an array of artistic areas.

As an Interlochen employee, every position has an impact. Employees will enjoy living on campus and access to Stone Cafeteria where complimentary meals feature local, organic, vegetarian, and vegan options. Employees also have access to our recreation and wellness facility. For the arts, you have the opportunity to volunteer and watch national touring acts. Employees also receive free tickets to student performances in all disciplines.

Outside Interlochen's beautiful campus is Traverse City, a city that was recently named one of the nation's top-ten arts-vibrant communities. Traverse City hosts the National Cherry Festival each year in July. Interlochen has a bus stop for the BATA bus that makes regular stops to and from Traverse City. Students may purchase a discounted summer bus pass to visit local tourist locations, stores, malls, movie theaters and more.

Perks of Employment:

- *On Site Housing - either Rustic Cabins or Dorms depending on arrival dates and availability.*
- *Three (3) free meals at our Dining Halls during meal times.*
- *Cell phone with internet/wifi service included with rent*

Host Website: <https://www.interlochen.org/>

Site of Activity: Interlochen Center for the Arts

Parent Account Name: Interlochen Center for the Arts

Host Address: 4000 J MADDY PKWY Interlochen , Michigan , 49643

Nearest Major City: Traverse City , Michigan , Less than 25 miles away

PLACEMENT INFORMATION

Job Description:

Join us in the summer of 2026 and help us continue the legacy of fostering creativity, nurturing talent, and celebrating the individual artistic journey at Interlochen. We are seeking welcoming and enthusiastic Hospitality Staff who embody our core values and are committed to nurturing young artists. As a part of our Hospitality Staff, you'll play a major role in working as part of a team to make our guests' experience unforgettable with rotating responsibilities throughout our 1200-acre campus. Hourly wage is \$14.73 per hour.

What You Get To Do:

Keep our beautiful campus clean by cleaning living units, cabins, hotel, office buildings, and picking up trash outdoors where you will be spending much of your time

Supporting airport arrivals with luggage runs to and from campus

Serving food across our 3 cafeterias, maintaining an appropriate stock of cafeteria items, and keeping the main dining hall and surrounding eating areas clean where you will spend much of your time during our core camp season

Providing exceptional customer service and running cash registers at Melody Freeze, Coffee Tent, or Grill Tent

Laundry responsibilities for students and guests including washing, drying, and neatly folding camper clothing as well as hotel linens

Supporting concerts by managing parking lots, gate entry to the venue, security to keep guests away from the stage, or supporting tasks for the guest artist's needs

Upon successful completion of golf cart training, may drive golf carts when supporting cleaning, safety, hotel, and catering tasks

Other duties as requested

What You Get:

Housing Units on Campus - rent of \$18/day includes shared housing units, 3 meals a day during dining hall hours and the use of a cell phone with internet access

20% discount for tickets to most summer concerts and free tickets to student events

15% discount on merchandise from Scholarshop and food/beverages from Melody Freeze

Special events and activities for summer staff

What You Need:

Availability from May 13, 2025 - September 12 (arrival and end dates are flexible but first day of work will always be on a Wednesday)

May work split shifts between the hours of 6 a.m. - 10 p.m. not to exceed 8 hours per day.

Prepared to live in a dorm or nature cabin setting. While we offer accessible housing accommodations, please note that due to the rustic nature of our camp, these options are limited.

Previous related experience working in hospitality is desired but not required.

Able to work in an outdoor and outdoor environment for an extended period.

Hospitality and Hotel Management majors are encouraged to apply.

Must be at least 18 years of age

Excellent customer service skills

Ability to learn quickly and under pressure

A team player yet able to work independently

Work in a fast-paced environment and be able to multitask on a frequent basis

Typical Schedule:

Students will work 5 days per week between the hours of 6 a.m. and 10 p.m. Split shifts possible. Students will work between numerous department around the entire Interlochen Campus.

Drug Test required: No

COMPENSATION

Hourly Wage: \$14.73

Eligible for Tips: No

Estimated weekly wages including tips: \$589.2

Bonus: No

** All figures above are pre-tax*

Estimated average number of hours per week: 32

Estimated minimum number of hours per week: 32

Estimated maximum number of hours per week: 40

Potential fluctuation in hours per week:

Students will be scheduled to those departments where there is a need. Work will be scheduled between 6 am - 10 pm. Split shifts may be scheduled. Hours worked not to exceed 8 hours per day.

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

Overtime Policy:

Yes, paid after 40 hours

JOB REQUIREMENTS

English Level required:



Advanced

Required to be 21+: No

Previous Experience required: No

Qualifications & Conditions

Lifting

Lifting requirement: 50lbs/22kgs

Description:

Can frequently be asked each shift to push, pull, and lift boxes full of supplies.

Standing for entire shift

Handling cleaning chemicals

Working outdoors

Working under direct sunlight

Job Training required: Yes

Length of job training:

1 week

Hours per week during training period: 32

Different wage during training period: No

Start on specific day of the week: Yes

Thursday

Training requirements:

Training will include the proper overview of all dining services specific procedures. Students are to arrive on campus Sunday through Tuesday so they are ready to begin their check in and New Hire Orientation on Wednesday. First day of work in their department will be on a Thursday.

Need to wear uniform: Yes

Uniform Policy:

Employees will wear navy blue pants, shorts or capris (not denim material or yoga pants) and light blue or white shirts (no logos on shirts). Tennis Shoes/Athletic Shoes of any color are acceptable. Uniforms are not provided and must be purchased by the student before they arrive on campus. Uniform must be worn to work everyday.

Cost of uniform: \$0

Uniform laundry: Participant responsibility

Dress Code: Yes

Description:

Employees will wear navy blue pants, shorts or capris (not denim material or yoga pants) and light blue or white shirts (no logos on shirts). Tennis Shoes/Athletic Shoes of any color are acceptable. Uniforms are not provided and must be purchased by the student before they arrive on campus.

CULTURAL OPPORTUNITIES

Types of Cultural Opportunities:

Shopping Trips, Will provide information about Events, Local Resources, Attractions/Sites, Local Community, Movie or Game Nights, Company Parties, Student Performances, National Touring Acts

Additional Details about Cultural Offerings:

We are a destination for artists and art enthusiasts. Participants can expect to be soaked in the arts each day. We pride ourselves in an inclusive campus with diverse staff and campers from around the world. Explore all the beauty of northern Michigan including lakes, beaches and more.

Local Cultural Offering:

- National Cherry Festival
- Concerts and speakers at Interlochen Center for the Arts
- Student presentations
- Special luncheon for J1 Students
- Events during camp such as campfires, Trivia nights and more.

HOUSING AND TRANSPORTATION

Housing Provided: Yes. Employer Guarantees employer - owned or employer - arranged housing to all hired participants. Required to stay.

Employer-owned or employer-arranged housing description:

Housing will be determined by the completion of the Housing Agreement Form. Housing will be on campus, just a short walk from the main area. Each unit is furnished with (2) twin beds and a shared bathroom. Housing may be in nature cabins in a wooded area or in dorm type buildings, depending on availability and costs \$18/night. This also includes 3 meals a day during dining hall hours and the rental of a cell phone with internet/wifi service. Interlochen will provide bedding which includes sheets, a blanket, a pillow and pillow case and two towels. Students may use the Fitness Center, outdoor courts and beach front areas.

Lease Agreement: Yes

Onsite Amenities:

WiFi: Yes

Description:

Participants will have access to WiFi in their units through the use of company cell phones, which is included as part of their rent fee.

Phone Service: Yes

Description:

Reliable cellular service covers our entire campus as we host a cell phone tower on property.

Kitchen facilities: No

Description:

No, meals are provided during dining service hours with our cafeteria serves 3 meals each day included with their rent. Students do not need to cook their own meals.

Laundry facilities: Yes

Description:

Yes, our laundry facility will be a short 5-10 minute walk from the units. There is a cost to use laundry facilities.

Occupancy Requirements for Provided Housing:

Minimum Occupancy Per Room: 2

Maximum Occupancy Per Room: 2

Suggested Occupancy Per Room: 2

Rooming Arrangement Description:

Participants are welcome to request roommates and we will do our best to accommodate such requests. All students will be given a pillow, bedding (sheets, pillow case, a blanket) and 2 towels. Students can select who they want to room with and co-ed roommates is allowed. Bathroom spaces are shared. Student are expected to keep housing units clean and will be subject to inspections.

Provided Housing Cost:

Required to Pay for Provided Housing: Yes

Cost per Week: \$126

Housing Cost Deducted from Paychecks: Yes

Utilities Costs: No

Housing Deposit: No

Transportation to Worksite:

Walking Commute Time

Estimated commute time: Under 15 minutes

Description: The housing units are a 5-10 minute walk from the main area of campus which has the gym and cafeteria.

ARRIVAL INFORMATION

Arrival Instructions:

Work & Travel participants are welcome to arrive via plane, bus, or car to Interlochen Arts Camps. Students are to arrive Sunday through Tuesday of their start week. All students will begin working at Interlochen Center for the Arts on a Wednesday, with a Welcome Orientation.

Our Transportation Team will pick students up at the Bus Station in Traverse City or at Cherry Capital Airport in Traverse City. Once students know their travel plans, students can click on a Transportation Link to schedule our Transportation team to pick them up at either the Traverse City bus station or airport and then shortly arrive at Interlochen's campus to check in. The ride from the airport to Interlochen's campus is about 25 minutes. We are only able to offer pick up service at the bus station or airport in Traverse City. Ideally, Work & Travel participants will send their travel itinerary to our Transportation Team no later than early April.

We will instruct students how to apply and visit the local Social Security office if necessary at the start of summer. A small grocery market, Tom's, is a short walk away or just one bus stop north.

Any questions on transportation can be referred to summerhr@interlochen.org.

You can also view our Frequently Asked Questions by viewing our Quick Facts Slideshow.

Suggested Arrival Airport:

Cherry City Capitol Airport, TVC, Less than 25 miles

Estimated cost of transportation to worksite from suggested airports: \$0 to \$25

If arriving after regular hours:

Suggested After-Hours Accommodation:

Hampton Inn Traverse City

1000 US-31 North

Traverse City, Michigan 49686

https://www.hilton.com/en/hotels/tvclmhx-hampton-traverse-city/?SEO_id=GMB-HX-TVCLMHX&y_source=1_MjA4MTc3OC03MTUtbG9jYXRpb24uZ29vZ2xIX3dlYnNpdGVfb3ZlcnJpZGU%3D

231-946-8900

\$100 to \$150

TRAINING AND ONBOARDING

Pre-Arrival Onboarding: Yes

Students need to arrive between Sunday and Tuesday of their start week. A full day of New Hire Orientation will be on Wednesday of their start week and students will begin working in their departments on Thursdays.

Students must sign an Offer Letter and complete all new hire onboarding documents including references, a Transportation Form (to schedule pick up from the air port or bus station in Traverse City) and a Housing Form (to select their room and roommate).

Any questions on New Hire Paperwork, Transportation Forms, Housing Forms or any other information can be emailed to summerhr@interlochen.org.

Social Security Number:

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

Details about how to apply for Social Security Number:

We are happy to provide students with step by step directions on how to apply and go to the local Social Security office for participants who need to apply for a new Social Security Card or get a replacement card. Students can use public transportation (BATA buses) to get to the Social Security Office, which is 13 miles from Interlochen Center for the Arts.

Nearest SSA Office: Traverse City, Michigan, Less than 25 miles

Other:

Wage Payment Schedule:

Payday is Friday on a bi weekly basis. Direct deposit is encouraged but not required.

Meal Plan: Mandatory

Estimated Cost Per Day: \$0

Meal Plan Description:

Meals are provided free of charge to participants. Breakfast, lunch, and dinner are served 7 days a week during scheduled hours. Our cafeteria provides vegetarian, vegan, and gluten free options.

Provide Certificates/Performance Evaluations: Yes

Hire in Groups: Yes

Maximum Group Size:

Grooming Requirements:

Participants are to be well groomed and practice good hygiene. Tattoos, piercings, facial hair, and hair color are permitted within reason.

Students are to provide their own uniforms. Students need to bring navy blue shorts/pants/capris (not denim material or yoga pants). They will need to bring light blue shirts and a few white shirts (no logos on the shirts). Any color of tennis shoes/athletic shoes can be worn while working.

Second Job Availability: Yes, likely

Applicable Company Policies:

Interlochen Center for the Arts is a **non smoking campus**, therefore **no smoking is allowed at the housing units or anywhere on campus**. Pets are also not allowed in the housing units. Cell phones are permitted during non-working hours. No Alcohol permitted on campus.

COMMUNITY AMENITIES

Walking Distance from Worksite:

Food Market, Post Office, Restaurants, Fitness Center, Internet Cafe, Public Library

Walking Distance from Housing:

Food Market, Post Office, Restaurants, Fitness Center, Internet Cafe, Public Library

In Town, Requires Transportation:

Shopping Mall, Bank