

Summer Camp Director

Job Description

Position Title: Summer Camp Director
Department: Education
Classification: Full-Time, Seasonal, Exempt
Salary: \$800/week
Reports to: Arden Drama School Manager

Employment is full-time for the summer with an **anticipated start date of June 3rd and an end date of August 30th**. In order to be considered for the role, **applicants must be available Monday-Friday for the entire span of time.**

About the Arden

Founded in 1988, Arden Theatre Company is a professional regional theatre offering the highest quality theatrical productions and educational programs to the artists, audiences, and students of Greater Philadelphia.

The Arden has been an important force behind the vitality of the Old City neighborhood and in the Philadelphia cultural landscape. Each season, the Arden produces five Mainstage and two Arden Children's Theatre productions.

Mission

Arden Theatre Company is dedicated to bringing to life great stories by great storytellers on the stage, in the classroom, and in the community.

Great stories on the stage: We produce a wide range of stories in a variety of styles: classic and contemporary, intimate and epic, fiction and nonfiction, musical and dramatic. Producing the great playwrights allows us to measure ourselves against the masters of our craft while sharing the voices of new writers gives us the opportunity to shape the future of American theatre. We embrace stories for audiences of all ages and bring the same artistic quality to all our work.

Great stories in the classroom: Kids are celebrated at the Arden. We nurture curiosity, creativity, and confidence through our educational programming. We foster connections between theatre and reading and promote literacy for our young audiences. We reach thousands of students each year, introducing many of our region's kids to theatre for the first time.

Great stories in the community: We believe in the power of stories to bring people together. We work to build a vital community of artists who excel creatively through shared experiences and with whom our audiences identify. The Arden strives to be Philadelphia's hometown theatre; we seek community partnerships and collaborations, make our work affordable and accessible, and train the next generation of theatre leaders, contributing to the region's cultural landscape.

POSITION SUMMARY

Working in close collaboration with the Arden Drama School Manager, the Summer Camp Director is responsible for preparing, supervising, coordinating, and delivering high quality theatre summer camp programming.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Foster a smooth, safe, supportive, communicative, and fun camp environment throughout the duration of Arden Summer Camp
- Ensure the safety and well-being of all campers, education staff, and teaching artists on site.
- Supervise teaching artists, education staff, interns, and other summer camp staff
- Plan and organize summer camp teaching artist orientation meetings
- Share all necessary information and materials with teaching artists
- Run daily staff meeting with teaching artists
- Hire and on-board extended care staff
- Create, share, communicate, and manage schedules for all camps
- Create camp packets for all camps and communicate all necessary information and materials to parents/caregivers prior to and throughout the camp weeks. Respond to parent/caregiver emails and communications.
- Assist in classrooms as needed
- Plan and Teach Specialty Classes and Bonus Classes each week
- Oversee daily check in and check out process
- Run all technical elements of weekly camp performances
- Order Summer Camp T-Shirts for staff and students
- Prepare camp spaces and materials for camp
- Collaborate with marketing to create summer camp stagebills
- Other duties as assigned

COMPETENCIES

- Outstanding oral and written communication skills
- Be a collaborative relationship-builder and a passionate advocate for theatre, youth, and education.
- Ability to work with minimum supervision
- Attention to detail
- Excellent communication, interpersonal, and organizational skills
- Have demonstrated an ongoing commitment to equity, diversity, inclusion, and accessibility in their past work.
- Sense of humor and adaptability
- Ability to work a flexible schedule, occasional nights and weekends required
- Ability to handle multiple projects in a fast-paced and collaborative environment
- Be an exceptional leader and collaborator with an ability to engage with a wide range of people, including educators, children, parents/caregivers, community leaders, artists, and other Arden Staff Members

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's Degree in Theatre, Education, or Related Field or equivalent professional experience
- Experience as a teaching artist in educational settings preferred
- Experience in administration
- Experience working in a camp setting preferred
- Experience using PC based Microsoft Office Programs (Word, Excel, PowerPoint)

- If hired, candidate must obtain and submit childcare clearances

WORK ENVIRONMENT

- This position usually operates in an office environment or classroom/workshop setting
- The incumbent in this position will routinely use computers, photocopiers, filing cabinets, and other standard office equipment.

PHYSICAL DEMANDS

- Must be able to lift and carry or otherwise move 30 pounds regularly/occasionally.
- Must be able to ascend and descend stairs regularly.
- Must be able to work while standing or sitting at a desk for extended periods.
- Must be able to communicate with staff, students, parents, and patrons via verbal and written communication

How To Apply

Send cover letter, contact information for two professional references, and resume to humanresources@ardentheatre.org. Please reference "Summer Camp Director" in your subject line. No phone calls please.

APPLICATION DEADLINE: May 9th

Arden Theatre Company has instituted a mandatory COVID-19 vaccination policy for all employees; the successful candidate must provide proof of vaccination prior to beginning work and must agree to adhere to all Arden Theatre Company's safety protocols.

Arden Theatre Company is an Equal Opportunity Employer committed to providing an environment of mutual respect. Equal employment opportunities are available to all applicants without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, gender expression, veteran status, and any other characteristic protected by applicable law. Applicants from historically underrepresented groups in the theatre industry are strongly encouraged to apply.