Seeking Summer Arts Camp Assistant

Durham Arts Council Mission

Durham Arts Council, Inc. (DAC) is a catalyst in the cultural development of Durham – it leads, inspires, and promotes excellence in and access to the creation, experience, and active support of the arts for all the people of our community. DAC is a 501(c)(3) nonprofit organization funded by earned revenues, grants and contributions from corporations, foundations, individuals, and support from the City of Durham, Durham County, North Carolina Arts Council, and the National Endowment for the Arts. www.durhamarts.org

Summer Arts Camp Assistant Summary

The DAC Summer Arts Camp Assistant reports to the Arts Education Assistant Manager (Camp Manager) to provide administrative, logistical, and operational support for Summer Arts Camps at DAC from May through August. **The Summer Arts Camp Assistant is a seasonal independent contractor paid $18/hour.**

Essential Position Responsibilities:

- **Daily camp logistics and operations:** Assist School Team with camp check-in/out procedures – greet families as they arrive, check IDs, direct families where to go, attend to late arrivals and early pick-ups. Escort campers with first aid, medical or behavioral needs from the classroom to the Education Office. Call parents concerning general medical/behavioral or pickup needs. Monitor walkie talkies for pertinent DAC and Camp Staff communications and provide assistance accordingly. Distribute afternoon snacks. Greet Guest Artists and guide them to the classroom ensuring supplies are ready. Uphold safety procedures and assist with emergencies as needed. Perform regular, daily rounds checking in with Camp Staff and volunteers.

- **Teen Volunteer program development:** Attend Teen Volunteer Orientation and present the importance of the Volunteer Agreement. Check in with each Teen Volunteer throughout every camp week (first day, mid-week, final day). Observe Teen Volunteers in the classroom, solicit feedback from Lead Teachers on Teen Volunteer performance, and share information gathered with the Camp Manager. Meet with Teen Volunteer(s) and Camp Manager when issues arise that constitute a warning or other consequences in regard to the Volunteer Agreement. Ensure Teen Volunteers track their hours on the sign-in sheet. Develop a positive culture within the Teen Volunteer program, providing training and support to volunteers.

- **General administrative support:** Organize instructor binders for each camp session. File, copy, and organize camp documents as needed, including camper medical/behavior info forms. Manage the distribution and collection of instructor

binders, walkies, and other support materials. Assist with preparation of staff and volunteer check-in sheets and camp rosters. Direct parental questions and concerns to the Camp Manager or appropriate DAC Staff member to ensure they are properly resolved.

- **Supply inventory and studio preparation:** Assist Camp Manager with collecting instructor supply lists, supply inventory, ordering, and supply preparation for camps. Help ensure proper storage and organization of supplies in studios and backstock closets/cabinets. Organize and restock camp supplies in classrooms as needed. Assist Camp Staff with cleanup as needed to include sweeping floors, wiping down tables and chairs, and ensuring artwork in progress is stored properly out of the way of nighttime classes. Assist School Team with setup of equipment for camps (tables/chairs/easels/projector).

- **Camp performances/exhibits:** Work with APPLES intern to collect relevant information from instructors for inclusion on printed materials. Manage exhibit/performance setup and teardown: gathering and setting up equipment such as tables and easels, covering tables with tablecloths, providing support/direction to instructors and campers on display of work, installing mural/scenery in the theater, deinstalling all equipment/materials after exhibits/performances. Greet and direct families as they arrive, assist with ticket collection and seating in the theater, and assist with directing families for check-out procedures afterward.

- **Other tasks:** Serve as group leader or assistant in the classroom as needed, assist the School Team as appropriate, complete other duties assigned.

Job Requirements:

- Bachelor's degree
- 2+ years' experience as an arts educator or camp counselor/leader with specific experience working directly with youth ages 5-12.

Job Preferences:

- Experience as a camp administrator
- Previous successful work experience involving interfacing with the public and working in a professional office environment.
- Experience working with teens, ages 13-18.

Special Skills and Requirements:

- General knowledge of summer camps.
- Excellent verbal, written, and interpersonal communication skills.
- Strong organization and planning skills to coordinate complex projects.
- Ability to represent Durham Arts Council internally and externally effectively and professionally, and to employ diplomacy and sound judgment in establishing and building relationships with current and prospective teachers, families, and the community.
- Ability to work as an effective team member with DAC and Camp Staff, demonstrating sound judgment in decision making.

Typical Physical Demands: sitting, walking, standing, climbing stairs, writing, hearing, distinct speaking. Requires the ability to lift moderately heavy items (up to 25 lbs.)

Typical Equipment, Machinery, Vehicles, Tools, and Technology used in the performance of position duties: Computer, LCD projector, copier, and several types of presentation and display equipment.

Work Schedule and Environment: Professional office and classroom environments on-site. Normal work week for this position during camp sessions is Monday & Tuesday, 8am – 4pm, Wednesday through Friday, 9am – 5pm. Work schedule may require flexibility between the hours of 7:30am and 5:30pm as needed to ensure effective coverage of camp operations.

Please submit a brief cover letter, resume, and three professional references to Wendy Leigh, Arts Education Assistant Manager, at wleigh@durhamarts.org. For qualified applicants, an interview will be scheduled. To find out more about the Durham Arts Council camp programs please visit https://durhamarts.org/dac-art-camps/. Background check and reference screenings required before employment.

DAC is an Equal Opportunity Employer. DAC is committed to Diversity, Equity, Access, and Inclusion.