



**Position: ARTS MAJOR PROGRAM SPECIALIST (Music, Dance, Theatre): Part-Time**

**Description:** Each Arts Major Program Specialist is responsible for planning and implementing the arts major program in their area of specialty. A Major is a specific arts discipline that is chosen by each camper age 11-15. Campers participate in their major for 2 hours each morning and perform a piece(s) learned in the Major at the end of session Visitors' Day Arts Showcase.

**Reports to:** Assistant Camp Director/Camp Director

**Staff Obligations:**

- To conduct oneself in a professional manner at all times and to respectfully represent the camp both on and off camp property.
- To model expected behaviour for staff and encourage enthusiastic participation in all camp activities.
- To be knowledgeable of and abide by all camp policies and procedures including those for emergencies, code of conduct, health & safety and behaviour management.
- To ensure that the safety, security, health and welfare of all campers and staff are the highest priority and to act accordingly.
- To deal effectively with behavioural and medical issues, accidents or other critical challenges that campers may present. All concerns and actions must be reported to the Assistant Camp Director promptly and accident/behavioural reports must be filed for anything that occurs in your presence.

**Responsibilities:**

- To design and implement a hands-on program in your Arts Major in conjunction with the camp's artistic goals.
- To provide a detailed outline of the proposed lesson plans and a supply list for your Major 8 weeks before camp begins and prepare to alter the outline as required.
- To present an overview of your Major to all Upper Camp staff during pre-camp and to work with Counsellors to establish roles and procedures for your workshops.
- To provide quality instruction that increases the literacy and fundamental knowledge of each camper in the area of your specialty.
- To involve the Counsellor(s) assigned to your Arts Major in an assisting role during the time they are participating in your specialty. Expectations regarding their role should be made clear and regular feedback should be provided.
- To prepare performances for each Visitors' Day Arts Showcase with content approval from the Camp Director.
- To set-up and dismantle the studio associated with your specialty during pre-camp and post-camp with the assistance of other staff and to ensure that your studio is kept clean and organized at all times.
- To provide camper support including supervision, instruction, and appropriate discipline.
- To ensure that all preparations for your Major are complete before campers arrive each day.
- To attend and participate in pre-camp orientation, camp set-up, camp tear-down and staff meetings.
- To notify the Assistant Camp Director of campers who are having difficulty or who present behavioural problems in your Arts Major.

- To share with the staff team the duties of ensuring the camp-site is clean, organized and safe.
- To provide support to the Camp in any other camp related duties as required.

### **Operational Requirements:**

- Ability to work in a high energy/busy environment
- Current Emergency First Aid & CPR Certifications (Red Cross or St. John's Ambulance) and a clear criminal records check are required for this position

### **Personal Suitability:**

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|---------------------------------|--------------------------------------|
| • Good judgement                | • Organizational and planning skills |
| • Initiative                    | • Flexibility                        |
| • Strong interpersonal skills   | • Discretion                         |
| • Ability to resolve conflict   | • Thoroughness                       |
| • Strong time management skills | • Dependability                      |

### **Qualifications/Experience:**

- Must be at least 21 years old (by December 31, 2011) and have completed a post-secondary education program at a University or College in your area of the arts and/or have at least 4 years teaching experience in your area of specialty.
- Experience teaching some or all of the following:
  - **Music:** percussion, vocal, guitar, piano, musical theatre, composition, and large ensembles (styles: rock, hip hop, jazz, world music, latin, musical theatre)
  - **Dance:** jazz, latin, musical theatre, ballroom, contemporary, hip hop and/or cultural dance
  - **Theatre:** improv, script work, acting for Film & TV, mask, and general drama games
- Ability to work between the hours of 9:00am – 12:00pm Monday to Friday (most work days will consist of a 2 1/2 hour day)
- Ability to work extended hours occasionally throughout the summer including weekly staff meeting days (until 12:30pm), two Visitors' Day Arts Showcases (until 9:30pm) and for other special circumstances
- At least 4 years previous experience working in a camp setting and/or with children
- Experience working with children with behavioural challenges is an asset
- Experience supervising staff/volunteers in a camp environment or related discipline
- Must have strong organizational and leadership skills
- Must be responsible, hard working and enthusiastic
- Ability to accept feedback/constructive criticism
- Demonstrated interpersonal and effective communications skills

### **Availability:**

- Applicants must be available for:
  - An initial artistic staff meeting in May
  - Pre-Camp Training: June 25 - June 29, 2012
  - Camp Sessions: July 2 - August 17, 2012 (Monday to Friday)
  - Visitors' Day Arts Showcases: July 19 & August 16, 2012, until 9:30pm
  - Post-Camp: August 20, 2012