



Mission: *BlackRock Center for the Arts brings inspiring, performing and visual arts experiences to diverse audiences in a welcoming and intimate setting, providing opportunities to explore, celebrate and engage in the arts.*

POSITION TITLE: Art Director – *2020 Performing Arts Camp*
REPORTS TO: Katie Hecklinger, Director of Education
Sonie Mathew, Performing Arts Camp Director

BlackRock Center for the Arts in Germantown, MD engages the community to explore, experience and celebrate the arts. BlackRock is currently seeking a talented, motivated and experienced Art Director to lead set design for four camp sessions. Camp runs from June 22, 2020 through August 14, 2020, Monday-Friday, from 9:00 am – 3:30 pm. A mandatory staff training will be held on Thursday, June 18 from 9:00 am – 3:30 pm.

MAJOR PURPOSE OF THIS JOB:

BlackRock’s *2020 Performing Arts Camp* Art Director will work alongside the Camp Director, Assistant Director, Dance Director, and Music Director to lead campers in creating props, backdrops, and sets for four short plays (one play for each of the four camp sessions) spanning the eight-week timeframe. Each two-week camp session culminates in a live performance. The Art Director will work with and supervise additional camp staff to ensure the safety of campers and Counselors in Training (CITs) while engaging campers in fun and educational arts activities.

Must commit to working all four sessions of the Performing Arts Camp which runs from June 22, 2020-August 14, 2020.

RESPONSIBILITIES

- Supervise the planning, operations, implementation and final product of the artistic design, sets, and props for a total of 16 short plays.
- Ensure proper planning has been done in advance and that information on daily plans, activities, projects, and all necessary information has been communicated to camp staff.

- Work alongside the Camp Director, Director of Education, and Facilities Manager to acquire donated and/or purchased materials within the outlined budget for each session.
- Supervise campers in daily camp activities and demonstrate enthusiasm for all aspects of the camp program.
- Ensure a safe and secure environment for all camp staff and campers in their classrooms and performance spaces.
- Maintain fun, artistic, engaging, inclusive, supportive, appropriate, productive learning environments for all students and staff.
- Supervise, mentor and support the staffing team on all levels: counselors, junior counselors and CITs.
- Maintain clear communication with fellow staff members as well as the Director of Education and BlackRock staff.
- Enforce all guidelines and rules of our programming and spaces.
- Take time to get to know all participants in programming, staff and students alike. Inquire and become aware of any special needs specific students may have.
- Model behavior expected of students and staff.
- Communicate with parents about any issues that happened at camp including conflicts, injuries, or behavior problems with campers.
- Report to the Camp Director and Director of Education about progress, issues and concerns.
- Actively engage in pre-camp trainings to discuss camp set-up as well as regular meetings during the camp session to debrief necessary information.
- Perform other duties requested by the Camp Director and Director of Education.

EDUCATION, EXPERIENCE, KNOWLEDGE, AND SKILL REQUIREMENTS:

- Bachelor's degree or higher preferred with experience teaching art and/or theater.
- Must have extensive previous experience working with children in grades 3-8, summer camp experience a plus.
- Interest, knowledge and/or previous training in theater, set design, and the visual arts.
- Ability to collaborate and communicate with other camp leadership to pre-plan sets, backdrops and camper created props.
- Excellent judgment and demonstrated ability to be responsible and reliable.
- Ability to work in a team-based environment.
- Demonstrate the ability to be organized and adaptable.
- Very strong classroom management skills.
- Excellent oral communication and interpersonal skills with strong problem-solving experience.
- Ability to be enthusiastic and maintain a positive attitude.

ADDITIONAL REQUIREMENTS:

- Must be willing to be fingerprinted and have a full federal and state background check performed.
- Must be willing to participate in First Aid and CPR training held here at BlackRock for camp staff.

HOW TO APPLY:

Please submit the following items to Katie Hecklinger, Director of Education at khecklinger@blackrockcenter.org. Please specify in your cover letter any previous summer camp experience you have and teaching or working with children.

- Cover Letter
- Resume
- Three References

To submit your application electronically (.PDF or .DOC), please insert the words “INSERT JOB TITLE” into the Subject line. Only qualified applicants will be contacted. Please direct all submissions to: jobs@blackrockcenter.org.

Blackrock Center for the Arts has an institutional commitment to the principle of diversity. In that spirit, we welcome applications from all qualified individuals without regard to race, religion, creed, color, gender, sexual orientation, age, disability or national origin.