



# Camp OK

## Artistic Staff Position

*(Vocal Music, Acting, Dance,  
Assistant to the Administration and Leadership Programming)*

### **We are seeking a team of energetic leaders for Camp OK!**

#### **Purpose of Artistic Staff**

Artistic Staff members are accountable to work with Camp OK and the OKTC administration to help evolve the mission of OKTC. They are responsible for creating daily arts-based instructional classes in their specific area (vocal, acting, dance). Additionally, they are responsible for creating an original theatre piece for their designated age group (6-14). The leadership artistic staff positions are responsible for the leadership development of our most senior campers, aged 12-15.

#### **We are currently seeking:**

- 2 Vocal Music Instructors / Show Director
- 2 Acting Instructors / Show Director
- 2 Dance Instructors / Show Director
- 1 Assistant to the Administration / Show Director
- 1 Leader in Training (LIT) Director
- 1 LEAD (Advanced Leadership Programming) Coordinator

#### **Description of Responsibilities**

1. Instructional Classes:
  - a. Alongside the other members of the Artistic Staff, design arts-based programming and activities appropriate to the Camp OK population.
  - b. Create All-Camp performances to be performed throughout the 2-week session as well as during the final "Performance Day" of each session.
2. Theatre Production:
  - a. Work with the advisement of the Administrative staff to create an original 25-minute theatre piece for the age group assigned.
  - b. Create a rehearsal schedule and production plan in order for the performance ready for each "Performance Day".
  - c. Working alongside our counsellors, the Artistic Staff will stage and rehearse the theatre piece to be performed on the final "Performance Day" of each session.
3. General Operations Participation:
  - a. Assist the Administration Team in the operation and planning of camp programming as needed, including checking attendances and phoning homes of absent campers.
  - b. Participate in the day to day camp programming.
  - c. Contribute positively to the camp environment.
4. Leader in Training (LIT) Director **only**:
  - 4.1. Leadership Program Development
    - i. Work with the Leadership Coordinator to implement leadership programming for the OKTC community.
      1. Ensure that the program is tailored to the needs and age level of the participants.
    - ii. Work with other members of the leadership staff to create a unique experience for each session.
    - iii. Mentor leadership program participants to develop future Camp OK staff members.
    - iv. Duties as assigned.

#### 4.2. Theatre Showcase

- v. Work with leadership program participants to create a unique showcase of material for each “Performance Day”.
  - vi. Work with the leadership program participants to create and implement a rehearsal and production schedule.
  - vii. Duties as assigned.
5. LEAD Coordinator **only**:
- a. LEAD Program development
    - i. Work intensively with the LEAD participants and the Leadership Coordinator to implement the month-long advanced leadership program.
    - ii. Update and refer to the existing LEAD participant program manual.
    - iii. Ensure that the LEAD participants meet leadership development markers and scaffold them in their development.
    - iv. Work with the LIT Coordinator for larger scale leadership programming.
  - b. Assist the administration in the afternoons while LEAD participants work on shows.
    - i. Must be able to work well independently and take initiative.
6. Administrative Assistant **only**:
- a. Administrative duties in the morning
    - i. Record all absentees and phone households of absent campers.
    - ii. Take photographs of campers at flagpole, in morning classes, and during all camp games as assigned.
    - iii. Manage social media accounts and ensure that Camp OK social media stays active and up to date.

### **Basic Qualifications**

1. Must have previous experience working with youth & children (ages 6-14) in a theatre setting.
2. Must have previous training in preferred area (acting, singing, dancing).
3. Minimum two years of theatre experience.
4. Teaching experience in preferred subject area (acting, singing, dancing).
5. Standard First Aid certification.
6. Police background check at the candidate’s expense.
7. Must be able to commit to **all** time commitments outlined below.
8. Expected hours may exceed commitments outlined below.

### **Time Commitments**

Introductory Full Team Meeting: Date TBA (May)  
 Senior Staff Training Day: TBA (May or June)  
 Team Training Dates: June 28-July 1, 2018  
 All Camp Dates: July 2-August 24 2018  
 Bi-Weekly Team Meetings Second Wednesday evening of each session  
 Camp Carnival: August 15 2018

### **Compensation**

Artistic Staff will be paid competitively and based on experience.

### **How to Apply**

Please forward a resume with cover letter to OKTC Camp Director, Sydney Gilchrist.  
 Please email a PDF file to [sydney@oktc.ca](mailto:sydney@oktc.ca).

### **Application Deadline and Information**

Thursday, December 22, 2017, 5pm EST.

### **ABSOLUTELY NO LATE SUBMISSIONS WILL BE ACCEPTED.**

Please come to the interview prepared with basic instructional class and/or leadership program outlines. Interviews will be held **December 27-29 2017**. **Please include your availability for the interview dates in your application.** We thank all applicants who apply, but only those selected for an interview will be contacted.