



## **Music/Performing Arts Director**

- Classification:** Music/Performance Director
- Reports to:** Programing Coordinator/Camp Director
- Basic Function:** To plan, direct, manage and supervise Hartford's Camp Courant Music/Performing Arts Program.

### **Responsibilities**

- Develop curriculum and program plans, including assessment tools, appropriate for each age group, with a focus on telling a story using movement, vocals and instruments. Themes could include, but are not limited to:
  - Musical theater;
  - Acting;
  - Intro to performing arts;
  - Storytelling;
  - Improv;
  - Puppetry;
  - Dance;
  - Production design;
- Provide program goals, objectives and activities to Camp Program Coordinator one week prior to Camp opening;
- In collaboration with the Program Director/Associate Camp Director and Director of Finance, order supplies as needed and provide receipts within one week of purchase;
- Effectively supervise and evaluate all program activities and make recommendations for improvements as needed;
- Train and supervise counselors to assist with daily programs and activities;
- In collaboration with the Director of Finance and the Transportation Director, plan and organize field trips as necessary, and submit requests for payment at least one week in advance of activity;
- Attend any additional staff trainings and meetings as necessary;
- Provide year-end report to the Program Director/Associate Camp Director no later than one week after the last day of Camp;
- Provide weekly recap of program activities to the Program Director/Associate Camp Director by the close of business each Friday;
- Take inventory of supplies and equipment, check for needed repairs and provide recommendations to Camp Director;
- Perform a variety of additional duties as deemed necessary to achieve the goals of Hartford's Camp Courant.

### **Equivalent Education Level**

- Completion of some college course work required in music/performing arts, college degree preferred.

### **Specific Skills Required**

- Ability to work outdoors for an extended period of time;
- Outstanding planning and organizational skills;
- Ability to develop curriculum and measurement tools;
- Proven success in managing programs;
- Demonstrated ability to train groups and individuals;
- Excellent interpersonal communication;
- Strong written and verbal communication skills and ability to communicate effectively with persons of diverse backgrounds.