

CCT's Imagination Camp JOB Descriptions

Camp Coordinator

- Educational credentials or theatre instruction experience preferred
- Developing, implementing, and evaluating curriculum for summer camp offering in conjunction with the Education Committee.
- Determine, in conjunction with the Education Committee the theme for Beginner's Camp and the Production for Advanced Camp.
- Implement hiring process for teachers for Beginner's Camp and Production Director for Advanced Camp.
- Hire/recruit volunteer Encore Instructors for specialty topics for Camp Program.
- Develop and submit camp budget by December 1 to the Education Committee for approval. The Education Committee will submit the budget to the Budget Committee.
- Supervise all personnel during camp.
- Evaluate budgetary line items in excess of budgeted amount. If the overage exceeds current budget, approval will be needed by the Education Committee to request funds from the general board.
- Assure safety of all campers throughout the program beginning with drop off and through pickup.
- Review all emergency cards for medical concerns.
- Send out parent email as necessary.
- Communicate schedule changes or program changes to staff and parents.
- Determine marketing plan in cooperation with the Marketing Committee
- Handle any camper, parent or staff concerns and refer as needed to the CCT BOARD.
- Handle employee pay disbursements.

Assistant Camp Coordinator (may be the same for both camp and may be registrars)

- Educational credentials or theatre instruction experience preferred
- Assist registrar on first day of camp.
- Collect all emergency forms not previously acquired.
- Collect any monies due from campers, as needed, and track these monies on financial form.
- Collect all payable receipts, fill out corresponding paperwork and submit to Camp Coordinator for signature.
 - Deposit income to bank. Submit all receivable and payable receipts to the Treasurer.
- Order all T-shirts for campers and staff (as approved by the camp Coordinator).
- Recruit volunteers and coordinate concessions, ushers and wranglers for show dates.
- Handle sales of tickets during camp days and show dates. Track ticket sales and submit attendance form at close of shows.
- Assist as security for drop off and pick up of campers.
- Assist instructors as needed.
- Other duties as assigned by the Camp Coordinator.

Beginners Camp Instructors

- Educational credentials or theatre instruction experience preferred

- Encourage expression and personal growth of campers.
- Create a script pertaining to the theme of BC that is appropriate for the age group and has enough parts to accommodate a group of up to 25 campers.
 - Coordinate with the Camp Coordinator regarding the completed script.
 - Pick at least one song to incorporate into the script.
 - Make lesson plans for 10 days of camp that include lessons about the workings of theatre and acting. Include theatre games to get the group assimilated to the atmosphere of the theatre.
 - Work with dance, music, art and encore teachers and guests of BC in enhancing individual scripts and the opening and closing number of the show . Assist as needed.
- Assist campers to and from instructional areas.
- Attend and direct your group in two performances.
- Communicate with parents as needed to enhance the BC experience (i.e. costume ideas, theatre advice).
- Assist campers to pickup area and assure camper pickup in conjunction with safety staff.
- Supervise and discipline as per CCT discipline policy.
- Discuss any camper concerns with the Camp Coordinator or Assistant Coordinator.
- Communicate with Camp Coordinator for any equipment or supply needs.

Assistant Instructors – Beginning Camp

- Encourage expression and personal growth of campers.
- Help create a script, as needed, pertaining to the theme of BC that is appropriate for the age group and has enough parts to accommodate a group of up to 25 campers.
 - Help pick, if needed, at least one song to incorporate into the script.
 - Help instructor make lesson plans for 10 days of camp.
 - Assist dance, music, art and encore teachers and guests as needed.
- Assist campers to and from instructional areas.
- Help keep order in the group and establish control with your group and in station transition.
- Give individual help to campers if requested by the instructor.
- Be responsible for bathroom breaks and individual needs of the campers as they arise.
- Discuss any camper concerns with the instructor, Camp Coordinator or Assistant Coordinator.
- Must be at least 13 years old.

Dance Instructor – Beginning Camp

- Educational credentials and/or dance instruction experience preferred
- Make lesson plans for 10 days of camp that include lessons about dance in the theatre for each age level.
 - Choreograph an opening and closing number and individual group dances that relate to each group's script.

- Working with the group teachers and encore instructors in enhancing the individual scripts and the opening and closing numbers of the show.
- Keep order and establish control as outlined in the CCT Disciplinary guidelines.
- Communicate with parents as needed to enhance the BC experience
- Attend and direct each group in two performances of the final show.
- Discuss any camper concerns with the Camp Coordinator or Assistant Coordinator.
- Communicate with Camp Coordinator for any equipment or supply needs.

Music Instructor – Beginning Camp

- Educational credentials or music instruction experience preferred
- Ability to plan piano.
- Make lesson plans for 10 days of camp that include lessons about music in the theatre for each age level.
- Choosing and rehearse an opening and closing number.
- Rehearsing individual group songs as chosen by the group leaders.
- Working with the group teachers and encore instructors in enhancing the individual scripts and the opening and closing numbers of the show.
- Keep order and establish control as outlined in the CCT Disciplinary guidelines.
- Attend and direct each group in two performances of the final show.
- Communicate with parents as needed to enhance the BC experience.
- Discuss any camper concerns with the Camp Coordinator or Assistant Coordinator.
- Communicate with Camp Coordinator for any equipment or supply needs.

Art Instructor – Beginning Camp

- Make lesson plans for 10 days of camp that include lessons about art and set design in the theatre for each age level.
- Helping campers create set pieces and props for the theme of BC and that relate to each group's script.
- Working with the group teachers and encore instructors in enhancing the individual scripts and the opening and closing numbers of the show.
- Keep order and establish control as outlined in the CCT Disciplinary guidelines.
- Attend and direct each group in two performances of the final show.
- Communicate with parents as needed to enhance the BC experience.
- Discuss any camper concerns with the Camp Coordinator or Assistant Coordinator.
- Communicate with Camp Coordinator for any equipment or supply needs.

Beginners Camp Encore Instructors

- Provide specialty instruction to campers
- Areas of instruction may be (but are not limited to): makeup, costume development, stage combat, sound, lighting, special topics, etc.
- Specialties may represent any area of theatre and/or pertinent to the theme of the camp
- Communicate with Camp Coordinator any equipment or supply needs.

Assistant Camp Coordinator – Advanced Camp (may be the same for both camps)

- Assist registrar on first day of camp.
- Collect all emergency forms not previously acquired.
- Collect any monies due from campers as needed and track these monies on financial form.
- Collect all payable receipts, fill out corresponding paperwork and submit to Camp Coordinator for approval.
- Double check and order all T-shirts for campers and staff (as approved by the camp director)
- Recruit volunteers and coordinate concessions, ushers and green room supervision for show dates.
- On-Site Ticket sales and tracking of ticket sales during camper attendance
- Assist in drop off and pickup of campers for security
- Assist instructors as needed
- Other duties as assigned by the Camp Coordinator

Advanced Camp Creative Director

- Instruct students in the theatre arts
- Encourage expression and personal growth
- Communicate with Camp Coordinator and Set construction foreman for set needs
- Coordinate with the Camp Coordinator regarding any special requirements for production
- In conjunction with the Camp Coordinator, assemble production team as deemed needed for the production.
- Assist campers in costuming and set/prop development
- Coordinate any parent/student correspondence with Advanced Camp Assistant as needed.
- Supervise and discipline campers as per CCT discipline policy.
- Discuss any camper safety, behavior or emotional concerns with the Camp Director.
- Attend final productions.

Music Instructor – Advanced Camp

- Educational credentials or music instruction experience preferred
- Ability to play piano.
- Rehearsing individual/group songs for production.
- Keep order and establish control as outlined in the CCT Disciplinary guidelines.
- Attend and provide musical direction for all show productions.
- Communicate with parents as needed to enhance the AC experience.
- Discuss any camper concerns with the Camp Coordinator or Assistant Coordinator.
- Communicate with Camp Coordinator for any equipment or supply needs.

Choreographer – Advanced Camp

- Educational credentials or Dance instruction experience preferred
- Choreograph all numbers as outlined by the Creative Director

- Instruct group/individuals on dance technique.
- Keep order and establish control as outlined in the CCT Disciplinary guidelines.
- Attend all performances.
- Communicate with parents as needed to enhance the AC experience.
- Discuss any camper concerns with the Camp Coordinator or Assistant Coordinator.
- Communicate with Camp Coordinator for any equipment or supply needs.

Advanced Camp Encore Instructors

- Provide specialty instruction to campers
- Specialties may represent any area of theatre and/or pertinent to the theme of the camp
- Examples may be (but not limited to): makeup, costume development, stage combat, sound, lighting, careers, improv, topics of historical significance to the chosen production, etc.

Advanced Camp Production Crew

- Construction Foreman
 - Coordinates, develops and build set
 - Guides and instructions crew on building requirements and safety
- Stage Manager/Assistant
 - Manages Stage, set changes, show production
 - Supervises backstage crew members
 - Ensures safety of crew and campers throughout the production
 - Coordinates stage cleanup and resets sets after rehearsals and show
 - Directs strike teams on strike day
 - Coordinates with the Director and/or Camp Coordinator for any concerns with production, safety, camper behavior etc.
- Costume Assistant
 - Assists students in developing costumes
 - Assist with props and ancillary costume items
 - Assist with hair and makeup
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Registrar (may be responsibility of Asst. Camp Director)

- Collect all registrations and input them into spreadsheet form
- Collect all monies from tuition and deposit monies into the bank
- Provide Assistant Camp Director with financial statements
- Provide weekly updates on camp registrants to the Camp Director
- Attend first day of camp for BC and AC to assist with check in and late registrants