



Title:	Camp Assistant	Reports To: Senior Production Manager
Job Status:	Part-Time Employee, Temporary	Date: July 2024
Manages:	N/A	

Summary:

This position will help facilitate The Acorn Dramatic Arts (TADA) Camp at The Acorn. As the Camp Assistant, you will act as a support to the camp staff, assisting with the building and facilitating of a children's summer camp. Job elements that may need support include casting, coaching, set building, costuming, and ultimately aiding to put together a production to be performed at the end of the four week camp.

This is a part-time, four week position that will include more hours outside of the 9am-12pm camp to plan and facilitate activities.

About the camp:

The Acorn is hosting their TADA Camp for the Harbor Country community. We are building this program with a mind to introduce and grow a love of musical theater to children and teens in the community who have no experience, and flourish musical theater as a passion for children and teens in the community who have already begun their exploration of musical theater. We believe that there is something for everybody to love about theater - whether that's the stage, set building, stage managing, backstage tech, or any other little detail that goes into a production.

This camp will operate Monday through Thursday, from 9:00am-12:00pm ET. Camp will begin on July 8th, 2024 and will conclude on August 1st with a performance for friends and family of the campers, a wrap party, and conclude with a performance at the end of the night

Consisting of up to 25 students ranging in age from 8-16, these campers will come with a variety of experience and knowledge base. An important element of this camp is the ability to include students of every ilk.

Essential Functions and Responsibilities:

Here are the main priorities for this position, as leader of the group, the Camp Coordinator will:

- Assist the Camp Coordinator in the execution of daily activities and tasks as assigned, with an emphasis on technical support and troubleshooting.
- Assist the Camp Coordinator in any prep work associated with the camp
- Execute daily activities for campers
- Prioritize camper safety, employee safety, and Acorn equipment safety.

- Modify camp accommodations for campers with special/specific needs
- Engage in coaching and team building with campers to grow their love for musical theater

Skills, Knowledge and Abilities:

- Excellent customer service skills and ability to develop relationships with patrons, volunteers, artists, Board members and colleagues
- Excellent communications skills, both written and verbal
- Positive attitude
- Organized with an attention to detail
- In depth working knowledge of Microsoft Word and Excel (or Google Docs and Sheets)
- Working knowledge of Google Suite
- Experience with curriculum execution
- Experience working with children
- Experience in Musical Theater - directing, assistant directing, musical theater, and/or choreography is a major plus.
- Stage management experience a plus
- Theater tech experience a plus

This position requires passing a background check.

The Acorn is an equal opportunity employer and does not discriminate on the basis of race, color, gender, religion, age, sexual orientation, national or ethnic origin, disability, marital status, veteran status or any other occupationally irrelevant criteria.

To apply, please send a resume to acornops@acornlive.org using the subject "Camp Assistant Position"