

# Summer Camp - Artistic Director

Hourly Wage - \$18.00

Number of Hours per Week - 35-40

Number of positions open - 3

Anticipated Start Date - June 20, 2022 to August 26, 2022

Preferred Level of Education of the participant - Post-Secondary

## Tasks and Responsibilities

The Artistic Director will be the conceptual creator and artistic coordinator of the entire production. As we run more than one program at the same time, and, also due to covid room number restrictions, we will require more than one Director so that we can teach two different groups at the same time.

Due to popular demand, we are adding an expanded camp experience for teens this summer. So we will be looking for 3 Artistic directors. Two directors for the Intermediate age, and 1 for our Teen Boot Camp.

**PRE-CAMP PREPARATION** training sessions will be required for this role before the start of camp to learn how our camp works, learn and prepare the material for each camp and to understand what our expectations will be. This training process takes approximately 2 weeks.

The Artistic Director's duties will include:

- 1) prepare for their teaching role by becoming thoroughly acquainted with the script and creating the concept and "look" of the production, in consultation with Marquee's Executive Director
- 2) confer with the artistic team (Musical Director, and Choreographer, Producer, Stage Manager, technical, and design staff) to present their concept and ideas on which the other departments will build.
- 3) break down the script into a list of characters that are needed to tell the story and supply the image of the finished production with guidelines in which the show will be presented.

ONCE CAMP BEGINS, the Artistic Director duties will include (but are not limited to):

- 1) attend all auditions as their input will be integral in casting the children in a role that is suitable to their skill set, yet challenging enough to allow them to learn something new.
- 2) determine final casting assignments along with members of the artistic team
- 3) set the rehearsal schedule.
- 3) present all needs (set, props and costume requirements), give deadlines, and supply artistic approval as required.
- 4) daily teach the children the acting elements of the show, give re-directs and, encouragingly guide the campers toward the end product of the completed performance.

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- 5) must understand how to effectively communicate to the wide age range of children
- 6) be teaching both live students at our facility as well as online students.
- 7) will be leading the teaching of the production, while managing all Covid safety protocols at all times.
- 8) teach the importance of teamwork and that all roles in the show are equally important by leading by example in their relationships with the staff.
- 9) collaborate with students about various scenes, to demonstrate how the blocking process works, following the actors' instincts and giving each scene a beginning, middle and end.
- 10) Be agreeable to taking on a Junior counselor or LIT to job shadow and learn all about this position
- 11) lead children in theatrical games,
- 12) instruct the children to write all notation for blocking into their script so they may practice at home.
- 13) Assist daily in leadership on supporting the staff by encouraging good focus and good manners among the campers.
- 14) participate in technical and dress rehearsals and make final artistic decisions/approvals.
- 15) assist with any production preparation as required
- 16) assist with all pre-show set up
- 17) participate in all live productions as backstage crew
- 18) provide positive encouragement to the kids regarding their performance.
- 19) report to the Executive Director regarding any concerns that may arise.
- 20) assist with any required COVID screening process and ensure health & safety procedures(Covid) are a priority.
- 21) participate in daily morning staff meetings and end of day debriefs.
- 22) work at the "before care" and "after care" programs, helping with crafts, and other activities.
- 23) Cleaning duties will apply.
- 24) supervise park outings and outdoor activities
- 25) ensure that all children are making friends and feeling comfortable at camp.

This position could lead to a contract fall position based on job performance this summer.