

LAKE GREELEY CAMP

A private co-ed summer camp in the Pocono Mountains

Winter Office

P.O. Box 219

Moscow, Pennsylvania 18444

570-842-3739

570-842-0410 - fax

info@lakegreeley.com

www.lakegreeley.com

Drama / Performing Arts Director

Desired Qualifications: College Graduate.

Experience: Extensive experience either paid or unpaid.

Responsible to: Assistant Directors and Director.

The Performing Arts Director is expected to be a team or group worker in helping to carry out the principles and policies as well as the objectives and philosophy of Lake Greeley Camp.

Areas Of Responsibility

Be responsible for the Daily Activity Program Areas of Dance, Drama, Music (singing, guitar & keyboards) Radio and Video Production (if needed).

This Responsibility Includes:

- 1) Instructing Campers in various Performing Arts.
- 2) Setting up course outlines and lesson plans.
- 3) Evaluating the instruction of the arts instructors (college age staff).
- 4) Setting up specific achievement levels and awards for Performing Art activities.
- 5) Setting up shows and recitals for various activities.

Orientation

The Performing Arts Director, along with the Program Director, is to aid instructors and specialists in the set-up of activity sites. It is necessary that these sites be set up in accordance with the specifications outlined in the activity manuals and to specifications on conducting their activities. This includes going over the activity manuals with each instructor, reviewing safety regulations and evaluating skills prior to camper participation. This also includes conducting training sessions.

Daily Program

The Performing Arts Director will monitor each specialty area. This includes visiting each activity site in operation at least once per day. An evaluation of instruction and supervision should be made, along with the submission of attendance reports. The Performing Arts Director will also meet with specialty instructors each day to advise, outline goals and determine the status of equipment and supplies. It is also expected that the Performing Arts Director will instruct campers in the performing arts activities.

Evening Program

The Performing Arts Director will work with the Evening Program Directors in setting up, organizing and preparing evening activities. The Performing Arts Director will meet with the Evening Program Directors to outline the running of the evening activity.

Drama Shows/Productions

The Performing Arts Director will work with the performing arts instructors to plan and produce two, 1 hour 15 minute shows at the end of the First Half and Second Half Sessions. In addition, it is hoped that two smaller shows will take place at the two-week and six-week mark of the summer.

Special Events

The responsibilities of the Arts Director Relating to Special Events are the same as those mentioned in the Evening Program.

The Arts Director is responsible for...

- a) Preparation and promulgation of safety regulations for activity sites.
- b) Seeing that instructors are maintaining clean activity sites.
- c) Assisting in other duties of the camp as directed by the camp director.

This job description is part of your employment contract. Please bring it with you to camp. If you have any questions, please call (570) 842-3739 and ask for the Staff Director.