



TITLE: Camp Coordinator	Full Time - Temporary
REPORTS TO: Education Manager	HIRE DATE: May 2018
SUPERVISES: Teaching Artists and Interns	

SUMMARY DESCRIPTION: The Camp Coordinator(s) provides administrative support and oversees the day-to-day of Camp ShowBiz from May to August.

PRIMARY RESPONSIBILITIES:

- Uses database software to produce class rosters and contact lists
- Assists parents with online registration
- Updates the database with customer record and registration information with scrupulous accuracy and efficiency
- Assists with maintaining schedules and calendars of all Camp ShowBiz programming
- Assists with student check-in and attendance for Camp ShowBiz programs
- Assists with Teaching Artist paperwork including timesheets, schedules, and communications
- Ensures accurate recording of students' enrollment, payments, paperwork, and communications
- Ensures proper waivers and releases have been signed and documented
- Corresponds with guest artists, parents, teaching artists, staff and administrators
- Maintains database of current and alumni students
- Assist with Camp Showbiz Showcases and Great Performances show
- Assists the Education Coordinator and Director of Education with administrative duties, phone traffic, research, and communications.
- Resolves customer service issues
- Acts as a Teaching Artist and Magik Ambassador when needed.
- Administers first aid as needed in accordance with set procedures
- Assists in evaluation of existing programs and logistics on an ongoing basis and develops methods to improve program and service delivery
- Ensures program staff have safe and appropriate equipment and supplies
- Assists with the facilitation of the Summer Internship Program, including the program calendar, hosting meetings, education-related assignments, social events, group reflections, and camp/extended care schedules.
- Oversees morning or afternoon extended care shifts throughout the summer.
- All other duties as assigned.

REQUIRED:

- The ideal candidate will have a background in administrative or customer support and will be proficient in Microsoft Office, especially **Word, Excel and Publisher**. Familiarity with database systems (Total Info) and an interest and/or background in theatre arts education a plus.
- This position will work Monday through Friday, from May 15th to August 31st. Candidates must attend everyday and cannot request vacation leave during this time.

TO APPLY: Please send your resume and a cover letter with three references to education@magiktheatre.org.