



## **CAMPS PROGRAM MANAGER**

**DEPARTMENT:** Education

**JOB DATES:** 6/17/24 - 8/17/24

Using the framework of themed weeks, NLBP Summer Camps are a fun and educational opportunity for young people ages 6-11. Camps are designed to be an introduction to various theatrical talents including acting, musical theater, technical theater, playwriting, improvisation, dance, puppetry, and more. A single camp takes place Monday-Friday from 9am–4pm, with a showcase for friends and family at the end of the week. This year, there will be 8 weeks of summer camps. The Camps Program Manager should have prior experience teaching in the performing arts, work in arts administration, and a passion for working with young artists.

### **RESPONSIBILITIES AND DUTIES:**

- Oversee and support Camps; overall goals and organization
- Oversee and support Teaching Artists in curriculum development
- Set and monitor all policies and protocols for Camps, with Education Director
- Communicate with Edu Director and mainstage staff as needed for all coordination and collaboration with shared spaces and resources, and work in theater on presentation days
- Manage registration process - corresponding with parents, coordinating with Education Director and Education Associate
- Manage and maintain camp rosters, emergency contacts, attendance info, and other health and safety needs
- Train, supervise, and support Teaching Artists as they plan and manage each week's camps; hire additional Teaching Artists as needed (with Education Director)
- Coordinate assignment of assistant teachers from NLBP company and guests as needed, and facilitate their inclusion in TAs' plans
- Acquire supplies, equipment, and resources needed for camps

- Oversee and supervise all daily/weekly operations and communications
- Manage and supervise arrivals and pick-ups, lunch hours
- Supervise, manage, and emcee Camp Friday presentations
- Oversee use, management, and cleanliness of all spaces
- Substitute teaching as needed for various things that may come up throughout the summer
- Identify and respond to camper's classroom conduct and other issues
- Support needs of teachers, students, and families, and provide a fun environment for all campers while ensuring the safety and welfare of participants at all times

**REQUIREMENTS / SKILLS:**

- Prior experience in education and/or youth theater or equivalent
- CPR/First Aid certification
- Must pass a state of New Hampshire background check
- Comfort with creating and developing lessons plans and documenting curriculum
- Experience as a leader, organizing both staff and students
- Desire to learn and grow as an educator and arts administrator
- Excellent classroom management skills
- Ability to effectively work with and communicate with parents
- Ability to work in a rigorous, fast-paced environment
- Work in a team environment with ability to work independently
- Excellent organizational and time management skills
- Strong interpersonal and communication skills
- A sense of humor and fun

**COMPENSATION:**

- \$2880 for the season (disbursed in weekly installments)
- Housing and meals provided
- Travel stipend

To support the health and safety of our staff and the communities we serve, the New London Barn Playhouse has a mandatory COVID-19 vaccination policy for all employees. Proof of full vaccination status will be required prior to employment. We are monitoring guidance from the state of New Hampshire and the CDC, and will develop protocols for our Education programs later this spring to support the health and safety of our staff and students.

**Please email a resume and letter of interest to Education Director, Sage Tokach, at [education@nlbarn.org](mailto:education@nlbarn.org).**

## **ORGANIZATIONAL PROFILE**

The New London Barn Playhouse is an award-winning professional theater now in its 91st season. As one of the oldest continuously operating theaters in the country, the Barn is a cultural jewel of northern New England. Housed since 1933 in a centuries-old converted barn with historic landmark status, the theater offers a mix of classic and contemporary musicals and plays performed by seasoned professionals alongside emerging young artists. The Barn operates on an AEA SPT contract, with an annual operating budget of just over 1.2 million. The organization produces a six-show Mainstage season between Memorial Day and Labor Day each summer, with additional productions including one-night-only cabarets and a Children's Theater Series throughout the season. The New London Barn Playhouse recently finished the largest capital campaign in its history. As part of this campaign, a new year-round educational center, The Fleming Center for Artistic Development, opened in May 2022. This center allowed for the Barn Playhouse's expansion to 12 month programming to serve as an artistic and educational hub for its community.

## **DIVERSITY AND INCLUSION STATEMENT**

At the New London Barn Playhouse, our organization actively chooses to uplift applicants with diverse racial, ethnic, and religious backgrounds, sexual orientations, gender identities and expressions, sexes, national origins, political affiliations, socio-economic status, veteran and Disability status, and other intersectional dimensions of diversity.

We are committed to ongoing learning and developing and implementing programs and initiatives to promote diversity and inclusion in all areas of employment as well as through our creative process and projects.