



1012 N. Noble St.
Chicago, IL 60642
(773) 342.4141
adventurestage.org

Position: Camp Supervisor

Position status: temporary employee, 20 hrs/week; non-exempt

Position reports to: Producing Artistic Director (Primary) & Education Manager (Secondary)

PROGRAM DESCRIPTION

Thanks to grants from Allstate and the Department of Family and Support Services (DFSS), 30 Chicago youth ages 9-16 can take part in a free, 8-week summer camp with Adventure Stage. Adventure Stage Chicago's Trailblazers ensemble is a unique mentoring program that places young people (9-16) with mentors who are professional theater artists. Student participants guide the program's content with thoughtful assistance from their mentors. In addition to creating original performances, Trailblazers go on field trips, stretch their creative muscles with exposure to different forms of theater, and learn to work collaboratively in a supportive environment.

POSITION DESCRIPTION

The Camp Supervisor is an administrative position, tasked with managing the Trailblazers Summer Camp, handling both the day-today needs of camp, as well as the overall program experience.

Position Responsibilities:

- Admin support for camp:
 - Ensure compliance with DFSS, including:
 - Entry of all data into CitySpan
 - Create, disseminate and capture all camper and staff paperwork, (forms, medical, permission slips, food program info, etc.)
 - Create staff procedures and templates for camp administration
 - Oversee camp emergency procedures
 - Process payroll for everyone at camp
 - Record & order supplies
 - Schedule and handle all payment for field trips (schedule/transportation/food, etc.)
 - Creating and updating assessments (both self-assessments & teacher assessments)
 - Support Audience Services and Marketing team to maximize impact of the production
- Communications
 - Send out weekly parent updates (in English & Spanish) in a timely fashion.
 - Send out ad hoc communications to ensure clarity and transparency.
- Staff Recruitment (in collaboration with the Education Manager and Producing Artistic Director)
 - Retain and train 3 Jr. AmeriCorps members
 - Retain and train 2 Co-Lead Teaching Artists
- Camper Recruitment and Support
 - Retain 30 campers
 - Organize and run Open House events for incoming Campers
 - Identify and train Senior Trailblazer candidates; ensure all paperwork is promptly retained
 - Be the final point of contact for all parents.
- Artist Recruitment
 - Recruit visiting artists and designers for workshops and production



ADVENTURE STAGE CHICAGO

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- Facilities
 - Secure space for all camper activities
 - Secure space for all meetings surrounding camp activities (i.e. trainings, professional development workshops, visiting artist workshops, staff meetings, etc.)
- Food - Ensure food is present for any camper activity requiring food (breakfast, field trips etc)
- Day-to-Day
 - Attend morning check in meeting with staff, as necessary
 - Weekly check in with Co-Lead Teaching Artists
 - Weekly check in with Jr. AmeriCorps, including TA professional development
 - Organize all workshops, including food & space
 - Helps with additional responsibilities, as needed.
- Coordinate camp overlap with Summer Adventure Program
- Attend final performance

Knowledge, Skills & Activities:

- Knowledge of organizational structures, hiring, training, workflow and operating procedures.
- Skill in and/or excitement to explore the integration of artistic practice with social services.
- Skill in communicating effectively and empathically in both verbal and written form with a diverse array of audiences.
- Skill in handling complex and confidential matters, which can call for discrete, independent judgment.
- Skill in the use of Microsoft Windows and Office Suite, Dropbox, Google Suite. Willingness to acquire skill in the use of Basecamp and Total Info.

Minimum Qualifications:

- Bachelor's Degree in theatre, drama/arts education or related field.
- Bilingual in Spanish is preferred.
- At least three years of experience in an arts administrator position, or as a teaching artist
- Demonstrated ability to deal with ambiguous and uncertain situations and take positive actions to ensure the best quality operation is delivered daily.
- A good work ethic.
- A sense of humor!

Working Conditions and Physical Effort:

- Work is normally performed in a typical interior/office work environment.
- Travel (foot/car/bike) is required to different sites in the neighborhood where camp is taking place.
- The Camp Director is sometimes required to participate in evening and weekend programming.
- Limited physical effort required.
- Limited exposure to physical risk.

Interested candidates should email a resume, cover letter and professional references to Jamie Macpherson, Education Manager, at jamie@adventurestage.org.

Statement of Non-Discrimination:

Northwestern University Settlement Association does not discriminate on the basis of race, color, gender, disability, age, religion, sexual orientation, or national or ethnic origin.