

Job Announcement- Summer Camp Director

The Workhouse Arts Center is seeking immediate fulfillment of a Summer Camp Director to join a dedicated, enthusiastic, and creative team of arts professionals. This position is contract for 12 weeks over the 2019 Summer session.

JOB SUMMARY.

As Camp Director, this individual is responsible for executing the summer camp offerings for the Department of Education. Applicant must be able to work 8am and 5pm Monday through Friday and have reliable transportation. The Camp Director oversees 31 camps from June through August, manages camp counselors, is responsible for following a camp budget and planning an end of camp exhibition in mid- August.

QUALIFICATIONS, EXPERIENCE AND EDUCATION REQUIREMENTS.

- B.A. degree or higher in a visual arts discipline or related field from an accredited university.
- Basic accounting and/or bookkeeping experience.
- Excellent customer service and communication skills, with emphasis on phone and person-to-person communication.
- Computer competencies in Microsoft Office products (Required), and ticketing/registration software (Desired)

ADDITIONAL REQUIREMENTS

- Strong problem-solving skills as well as the ability to work well with all types of people.
- Ability to manage a number of projects simultaneously, as work requires the exercise of considerable initiative and independent judgment.
- Must work well under pressure and keep a cool, calm, and collected demeanor when dealing with parents, kids, customers, management and instructors.
- Excellent punctuality, high-reliability and a team player.
- Cheerful and professional disposition, along with being approachable and having a pleasant personality.

How to apply:

Interested applicants must submit a digital cover letter, resume, three reference contacts to REGISTRAR@WORKHOUSEARTS.ORG.