



Job Announcement

## Camp Director

*Join us for a summer of fun & creativity!*

### Background

The Workhouse Arts Foundation, Inc. (WAF) is a non-profit 501(c)3 corporation with a mission to operate the Workhouse Arts Center (WAC) (opened in 2008) with programs in the visual arts, performing arts, arts education, and history through the repurposing of the former Workhouse correctional facility. The WAF helps to grow and support a vibrant arts center that offers engaging opportunities and inspiring experiences in visual and performing arts, education classes, historical perspective, community engagement, and personal enrichment. With an annual operating budget of \$3.6M, WAC is a recognized innovative collaborative grounded in the core values of a commitment to high-quality arts and education, fiscal responsibility, exemplary governance, and community engagement. The WAC's unique campus is located in Fairfax County adjacent to the Rt 123 Occoquan River Bridge.

### Job Summary

The Camp Director is responsible for executing the Workhouse Arts Center's 2024 Summer Arts Camps. The Camp Director oversees two camp programs, operating concurrently:

- 1) A Visual Arts camp for rising 1<sup>st</sup> through 12<sup>th</sup> grades: eight (8) 1-week sessions from June 17 through August 9, 2024
- 2) A Theater Arts camp for rising 4<sup>th</sup> – 8<sup>th</sup> grades: eight (8) 1-week sessions from June 17 through August 9, 2024

**SPECIAL NOTE:** Preference is given to applicants who can provide 10-30 hours of advance work (total) May through mid-June, in addition to working from June 15-August 10, 2024. We encourage you to apply regardless of the upfront hours you can provide.

### Role and Responsibilities

- **Camp Instructors:** Directly manage camp instructors throughout camp season; ensure each class is properly staffed on a weekly basis, conferring with Director of Education when necessary.
- **Safety:** Ensure the campers' health and safety the entire time they are under Workhouse supervision. Maintain a file of each camper's emergency contact information.
- **Camp Counselors:** Directly manage and coach camp counselors throughout the summer camp months.

- Files: Maintain up-to-date instructor, instructor, and camper files.
- Maintenance: Ensure that classroom spaces are clean, and equipment is operational.
- Payroll: Draft weekly payroll of seasonal employees for Director of Education approval.
- Evaluation: Participate in/observe classes as part of instructor evaluations.
- Art Under the Arches: Manage, plan and implement each end of session art exhibition.
- Workhouse Staff: Collaborate, communicate, and request help of Workhouse Staff through Director of Education as needed.
- Correspondence: Read, review and reply to phone calls and emails regarding camp activities, teachers, counselors, or other camp needs in a timely and professional manner.

### **Qualifications, Experience and Education Preferences**

- Degree in arts related field, child development or K-12 education from an accredited university. Any experience in Visual & Performing Arts is a plus.
- Two years of experience in camps for youth.
- Excellent customer service and communication skills.
- Comfortable using software such as Microsoft Office and ticketing/registration software.

### **Additional Preferences**

- Strong problem-solving skills.
- Ability to work well with parents and children.
- Ability to manage several priorities simultaneously.
- Positive and professional disposition.

### **Work Period/Hours**

- Work period (start date negotiable): Monday, June 10 – Saturday, August 10, 2024
- Hours: 8:00 am – 4:00 pm when camp is in session

This role can be quite busy during camp sessions. The Director of Education will collaborate with the Camp Director to ensure a balanced workload and opportunities for time off.

Special incentives available for signing and completing a full-term contract.

### **TO APPLY:**

Submit resume and cover letter to [Registrar@WorkhouseArts.org](mailto:Registrar@WorkhouseArts.org)



Best consideration goes to applications received by Monday, April 29, 2024

**Status:** Part-time, at will, seasonal position

**Reports to:** Director of Education

**Compensation/Benefits:** \$22.00 per hour, with special incentives for signing a full-term contract, either as a bonus or deeply discounted camp tuition for camp director's children.

**Schedule:** 40 + hours per week, June 10 – August 10, with some pre-camp planning hours desired May through Mid-June.

**Location:** On-site, with the potential for remote work flexibility prior to the start of on-site camp sessions.

**Applications and Inquiries:** Please submit a cover letter and resume electronically with "Camp Director" in the subject line. Direct your submission to: [Registrar@workhousearts.org](mailto:Registrar@workhousearts.org)

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**Workhouse DEI Statement:** *The Workhouse is committed to attracting and retaining a diverse staff that honors their experiences, perspectives, and unique identity. We strive to create and maintain working and learning environments that are inclusive, equitable and welcoming.*

**Workhouse EEO Statement:** *The Workhouse is committed to providing equal employment opportunities to all employees and applicants for employment. Workhouse provides employment opportunities without regard to race, color, religion, creed, ethnicity, sex, pregnancy, national origin or ancestry, age, physical or mental disability, citizenship status, marital status, sexual orientation, gender identity, family responsibility, genetic status or information, military or veteran status or in any status protected by federal, state, or local law. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. Workhouse will not tolerate unlawful discrimination, harassment, or retaliation under any circumstances.*

**Workhouse Health and Safety Policy:** *The Workhouse is committed to providing a healthy and safe environment for our staff, artists, contractors, volunteers, students, and guests.*