

Camp Dudley

Stage Tech and Set Design Instructor Job Description

Job Title: Stage Tech and Set Design Instructor
Reports to: Theater Director

Position Purpose:

To further the mission of Camp Dudley through the development and delivery of a stage tech and set design program that is safe, fun, and appropriate to the campers' ages and abilities. Provide support to the management of Witherbee Hall productions. Manage all stage tech and set design equipment and oversee its proper use, cleanliness, good repair, and storage. Oversee JLs, ALs, and Leaders during their time assisting in the stage tech programming.

Essential Job Functions:

1. Develop and deliver a Stage Tech and Set Design program that is appropriate for the age and ability of the campers
 - ♦ Write lesson plans that meet Dudley's stage tech curriculum and help improve the abilities of the campers.
 - ♦ Lead Stage Tech Majors for all divisions.
 - ♦ Evaluate abilities of campers.
 - ♦ Deliver progressive activities as part of the Stage Tech instruction.
 - ♦ Evaluate the success of the Stage Tech program and deliver an end-of-season report to the Theater Director outlining successes and areas for improvement.
2. Provide support to the management of Witherbee Hall productions.
 - ♦ Support the Saturday Night Show director with stage tech and set design needs.
 - ♦ Support the Wednesday Night Show director with stage tech and set design needs.
 - ♦ Generally ensure that all stage tech needs are met throughout camp.
3. Ensure that camp staff and campers know and follow safety and educational procedures.
 - ♦ Coordinate Sound Design, Lighting Design, and Set Design instruction.
 - ♦ Oversee Leader, AL, and JL training for assisting in the Stage Tech and Set Design program.
 - ♦ Ensure all campers, Leaders, and Staff follows safety procedures.
4. Management and care of the set design room
 - ♦ Oversee the maintenance, organization, and cleaning of the set design equipment and storage area.

Other Job Duties (if not also a Cabin Leader):

- ♦ Participate enthusiastically in all camp activities, planning and leading those as assigned.
- ♦ Participate as a member of the camp staff team to deliver and supervise evening programs, special events, and other all-camp activities and camp functions.
- ♦ Assist in the planning and delivery of any special events.
- ♦ Participate in night duty as assigned.

Relationships:

The Stage Tech Instructor will work closely with the Theater Director, Head of the Arts, and Program Director. In addition, the Stage Tech Instructor will work closely with Leaders, ALs, and JLs with specific regard for their role as support during Stage Tech Majors.

Equipment Used:

The Stage Tech Instructor will be responsible for making sure that equipment needs are met for the Stage Tech programming and working with the Program Director to make repairs or order supplies.

Qualifications:

- ♦ Documented experience in Stage Tech instruction and set designing.
- ♦ Current certification in first aid and CPR.

Knowledge Skills and Abilities:

- ♦ Training and experience in teaching Stage Tech and Set Design to children.
- ♦ Desire and ability to work with children in varied conditions.

Physical Aspects of the Position:

- ♦ Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers, Leaders, and staff.
- ♦ Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- ♦ Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- ♦ Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- ♦ Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.
- ♦ Willingness to live in a camp setting and work irregular hours delivering program in the facility available.