



Harlem School of the Arts Employment Opportunity – ARTScape Camp Director

General Responsibilities:

The ARTScape Camp Director is responsible for overseeing all areas of camp management in collaboration with the HSA Chief Education and Creative Programs Officer. These include curriculum planning, budget planning and management, safety compliance and training, hiring staff, and programming. During the camp, he or she is responsible for oversight of all camp staff, which may include assessing work performance and taking disciplinary action when necessary. The dates of the ARTScape 2020 camp are July 6 – August 14, 2020.

Specific Duties:

- Understands and adhere to all camp policies, rules, and guidelines.
- Establishes operating budget for the camp and controls expenditures.
- Oversees the development of the camp program and approves all camp activities
- Creates a staffing plan and hires camp staff
- Leads ARTScape Camp information sessions to promote registration in advance of the camp
- Designs and Delivers Camp Staff training
- Communicates hiring decisions to Human Resources to ensure New Hire procedures are completed
- Oversees camp permit application process
- Manages, disciplines and terminates camp staff
- Handles concerns of parents/guardians before and during camp.
- Observes the peer culture to ensure a positive social climate is maintained and implements adaptive solutions as necessary.
- Establishes procedures for reporting and managing incidents related to health, behavior, and safety
- Schedules meetings with staff as needed
- Works closely, cooperatively and amicably with all staff members.
- Handles emergency situations in conjunction with Health Director, Security, and Assistant Camp Director.
- Ensures that Safety Plan is in place before camp begins

- Ensures that staff has had proper medical evaluations and has received first aid training as needed

Qualifications:

- Bachelor's Degree in education, arts and/or arts education or a related field or equivalent professional experience
- Experience teaching students in a school or community setting
- Experience in program design and creating developmentally appropriate sequential lesson plans
- Must have 3-5 years of experience in a managerial capacity at a camp or youth development program
- Must have a demonstrated interest in the arts in a multicultural setting
- Must be experienced working with elementary-aged children
- Experienced with arts education program design and delivery
- Must have experience managing administrative aspects of an arts education program
- Experience with hiring, managing, training, and evaluating teaching artists and counselors
- Experience with camp health codes and permit regulations
- Able to work collaboratively with others.
- Possesses good judgment, management and organizational skills
- Bachelor's Degree, Master's degree preferred
- Experience delivering arts programming in a public school setting preferred

To Apply:

To apply for the Harlem School of the Arts **ARTScape Camp Director** position, please submit a resume and cover letter to employment@hsanyc.org Please indicate Camp Director in the subject line.

Location

Harlem School of the Arts is located at 645 St. Nicholas Avenue in Harlem. It is easily accessible via the A,C,B, and D subway trains. Teaching locations may be at Harlem School of the Arts or at other community and school locations in Upper Manhattan.

About Harlem School of the Arts:

Harlem School of the Arts enriches the lives of young people and their families through world-class training in and exposure to the arts across multiple disciplines (Art, Music, Dance and Theater) in an environment that emphasizes rigorous training, stimulates creativity, builds self-confidence, and adds a dimension of beauty to their lives.

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