



Our mission is to celebrate the complexities of the human experience.
We envision a world awakened by the wonder of theatre.

Summer Camp Director

Our Values

Belonging: Portland Playhouse works to be radically inclusive onstage and offstage. We serve together. We rise together. We lead with kindness.

Gratitude: We are here by the grace and generosity of our community. We honor, join with, and are guided by those who came before us as well as current and future generations.

Courage: We challenge the status quo; we take risks. We listen and learn with an openness to change.

Position Summary

Job Title: Summer Camp Director

Reports to: Artistic Director

Direct Reports: Teaching Artists, School Site Managers, Paraeducators, Youth Career Manager

Position Type: Full Time, Seasonal, exempt

Length of Project: May 4 - August 19, 2022

Salary: \$1,347.50/week (\$2,695 bi-monthly)

Portland Playhouse is partnering with Portland Public Schools to operate 3 Summer Camp locations at Boise Elliot, Faubion, and Kelly. Each school site will host 6 groups of 12-15 students grades 2nd - 5th. Each group or class will be led by a Teacher and Assistant Teacher, and each school site will be managed by a Site Manager. The Summer Camp Director will be in charge of the full program, all three sites, the site managers and teaching staff. The Portland Playhouse will be the main "office" of the Summer Camp Program, but the Director will also spend time at each of the school locations every week.

Program/Curriculum Management

- Develop camp curriculum and lesson plans in collaboration with PPH staff and teaching artists;
- Conduct daily site visits during camp to support teaching staff;
- Manage program evaluation and reporting;
- Document camp processes;
- Order equipment and supplies in collaboration with the Production Manager.

Staff Management

- Supervise and mentor teaching artists, paraeducators, school site managers and youth career mentor; and assist in the hiring/onboarding of summer camp staff

- In collaboration with PPH staff and contractors, develop and deliver camp staff training;
- Lead weekly camp staff meetings and participate in weekly PPH all-staff meetings.

Family & Partner School Relationships

- Manage relationships with school partner sites and represent PPH in meetings with schools and PPS;
- Communicate with parents and guardians on a regular and consistent basis to support students and build relationships.

Safety

- Manage safety and security procedures, staying up to date on state and district guidance, and ensure that procedures are understood and followed. We are following Portland Public Schools masking and vaccination requirements/policy which include recommending but not requiring masks. All staff must be vaccinated.

Qualifications/Characteristics/Key Competencies

- Positive attitude, strong work ethic, flexibility and ability to be self-directed
- You have a strong commitment to equity and inclusion
- Demonstrated ability to lead and manage a team
- You are able to meet deadlines
- Interest/ability to cultivate relationships within diverse communities
- You have excellent written and verbal communication skills
- You can problem-solve and have a willingness to learn
- Proven track record as a professional theatre artist
- Masters in Theatre, Education or equivalent experience preferred
- Driver's license and own vehicle

Compensation: \$1,347.50/week (\$2,695 bi-monthly)

Working Conditions:

- ADA accessible building(s)
- standing/sitting desk in open office plan
- frequent use of computers, video calls, and phone

Hiring Process:

- Rolling interviews beginning April 21st, 2022
- First round interviews to occur via Zoom
- Second round interviews will occur in person at Portland Playhouse
- Target start date projected for May 4th

Equity Statement:

Portland Playhouse greatly values inclusion and workplace diversity. We strongly encourage people with diverse backgrounds, particularly from communities of color and historically underrepresented groups, whose professional and personal experiences advance our vision to

apply. We support equal employment opportunities for all classes of individuals, regardless of age, race, color, national origin, citizenship status, disability, religious creed, sex, gender identity or expression, sexual orientation, marital status, economic status, or veteran status. We are an equal opportunity employer.

Application Instructions

To apply, email a single pdf of your resume and cover letter to work@portlandplayhouse.org. In the subject line include the name of the position for which you are applying and reference where you heard about this position.