



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.

JOB TITLE: Summer Camp Director

REPORTS TO: Artistic Director

DIRECT REPORTS: Lead Teaching Artists, Teaching Support Staff

WAGE: \$30/hour

SCHEDULE: 20-30 hours/week

TIMELINE: June 1st - August 2nd, 2024

- June 1st-23rd, 2024: Summer Camp Prep - up to 25 total hours as Independent Contractor
- June 24th-28th, 2024: Staff Training Week @ Portland Playhouse - 12:00-4:00 PM - 20 hours as PPH Staff
- July 1st-August 1st, 2024: Camp Weeks @ James John Elementary - 12:00-6:00 PM - 30 hours/week* as PPH Staff
**excluding July 4th and 5th*
- August 2nd, 2024: Debrief @ Portland Playhouse - 12:00-4:00 PM - 4 hours

JOB SUMMARY:

Portland Playhouse is partnering with Portland Public Schools to operate a 5-week-long after-school program for students enrolled in PPS' Summer Acceleration Academy at James John Elementary School. The Summer Camp Director will oversee a staff of 4 Lead Teachers and 6 Teaching Support Specialists, responsible for guiding between 80 and 120 students in Kindergarten-5th grades. The Director will oversee all operational decisions, curriculum development, support for classroom teaching and management, and coordination between

camp staff, PPS staff, PPH staff, and camp participant parents/guardians. PPS' summer programming theme is **Create * Learn * Play!**

PROGRAM/CURRICULUM MANAGEMENT:

- Collaborate in refining camp curriculum in collaboration with PPH staff, and implement with teaching artists.
- Assist with program evaluation and reporting.
- Document Camp processes.
- Order equipment and supplies in collaboration with the PPH Production Manager.

STAFF MANAGEMENT:

- Supervise and mentor Teaching Artists and Support Specialists.
- 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.

CULTIVATING RELATIONSHIPS BETWEEN SITE, STAFF, AND FAMILIES:

- 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.
- Support staff in discipline and conflict management procedures as needed.
- Liaise with PPH staff on delivery and dropoff of supplies.
- Manage safety and security procedures, staying up to date on State and District guidance, and ensure that procedures are understood and followed.

QUALIFICATIONS, CHARACTERISTICS, AND KEY COMPETENCIES:

- Positive attitude, strong work ethic, flexibility and ability to be self-directed.
- A strong commitment to equity and inclusion.
- Demonstrated ability to lead and manage a team, and delegate effectively.
- Able to meet deadlines.
- Interest/ability to cultivate relationships.
- Excellent written and verbal communication skills.
- Ability to problem-solve and a willingness to learn.
- Ability to troubleshoot and manage crises.
- Masters in Theatre, Education, or equivalent experience preferred.
- Experience with educational administration.
- Driver's license and own vehicle.
- Google Workspace conversant (Gmail, Google Drive, Docs, Sheets, Slides, Forms and Meet).

IMPORTANT DATES AND TIMES:

- June 24th-28th: All Staff Orientation & Training Week - 12:00-4:00 PM
Held at Portland Playhouse (REQUIRED)
- July 1st: First day of Camp
- August 1st: Last day of Camp
- August 2nd: 2 hour debrief and social gathering to follow - 12:00-4:00 PM

WORKING CONDITIONS:

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

COVID-19 CONSIDERATIONS:

- We are following the most current OHA and CDC guidelines.
- We will be following PPS's current (as of the last day of school) covid safety protocols.

HIRING PROCESS:

- Rolling interviews beginning May 20th, 2024
- First round interviews to occur via Zoom
- Second round interviews will occur in person at Portland Playhouse

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.