

Position Announcement/Description

Midland Center for the Arts

Midland, MI

Position Title: Summer Camp Assistant
Supervisor: Youth & Public Program Manager
Classification: **Temporary** / Part-time / Non-exempt
Average of 29 hours per week (May-August)
Compensation: \$14/hour
Last Updated: March 30th, 2024

About Midland Center for the Arts

The Midland Center for the Arts is a cultural destination where people find meaning and connection in their busy lives. One of Michigan's largest non-profit arts organizations, the Center is a unique cultural complex located in the city of Midland, Michigan. The 275,000SF facility encompasses an auditorium theater (1500 seat) that presents touring Broadway and national artists and entertainers, a mid-sized theater (400 seat) for touring programs and locally-produced theater, a four-story hands-on, interactive museum of science and art, a historical campus, and an in-house community theater and professional regional symphony.

World-class entertainment and programming begins with sharing the stories and experiences that look like the world. At Midland Center for the Arts, we strive to create a workplace and patron experience where all people feel welcome and engaged. Our organization celebrates diversity in all of its forms while pursuing our mission as the cultural destination for the Great Lakes Bay Region. Our work reflects our community and our values as an inclusive and accessible home for art, science and history exploration. Our organization is committed to including voices of those varying in abilities, ages, ethnicities, gender identities & expressions, races, religions, sexual orientations, and socioeconomic backgrounds.

Position Concept:

Under the supervision of the Youth and Public Programs Manager and in concert with the Midland Center for the Arts education staff, the Summer Camp Assistant will be responsible for assisting with the administration of the Summer Camp Program running from June-August, ensuring a smooth and enjoyable experience for all campers.

Duties and Responsibilities:

- Coordinate sign-in and sign-out of students for summer camps and class sessions.
- Oversee the process of compiling student forms and releases, keeping the database of youth student paperwork organized and updated.
- Supervise all-day campers during lunch period, and develop lunchtime activities to engage larger groups of campers during this period.
- Prepare supply kits for week-long camps, including purchasing of materials.
- Promote Midland Center for the Arts' summer camps at appropriate events
- Assist in preparation of summer camp classrooms and inventory
- Assist with curriculum documentation as needed
- Assist with preparation of materials for upcoming programs as needed

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- Perform administrative duties for camp including but not limited to: assisting with camp cancellations, room reservations, rosters, and communications with instructors.
- Be familiar with other Center camps and programs as they are offered and suggest classes and programs that may interest visitors.
- Be familiar with the history and mission of the museum and Center.
- Attend all required training sessions.
- Other duties as assigned.

Qualifications:

- Candidate must have a strong background in either the arts, sciences, history, theatre, or music.
- Candidate must have great customer service skills.
- Candidates shall possess excellent communication and inter-personal skills, have the ability to work in a dynamic environment.
- Candidates must be highly organized.
- Commitment to diversity, equity, inclusion, and access, and a desire to work with people across many lines of difference

Education and Experience Requirements:

- High School Diploma or GED required
- Experience working with youth in a formal or informal educational environment
- Working knowledge or experience with history, visual arts, science, and/or performing arts up to an 8th grade level