

## **AILEY CAMP MIAMI**

### **CAMP ADMINISTRATOR**

#### **About AileyCamp Miami 2017:**

**June 26, 2017 - August 4, 2017**

A six-week summer day camp where middle school students are “turned on” to dance and come to respect the discipline of dance as a physical activity that requires athletic ability comparable to skills demanded by any sport. Also, campers will increase their leadership skills and enjoy a variety of social activities. AileyCamp is an innovative summer program designed to use dance as a vehicle for developing self-esteem, self-discipline, creative expression and critical thinking skills. It does not serve as a training ground for professional dancers, but rather serves as a platform for self-growth. AileyCamp Miami serves Miami-Dade County Public Middle School students currently enrolled in 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade ages 11 to 14.

#### **Background:**

Set in the heart of downtown Miami and designed by world-renowned architect Cesar Pelli, the Adrienne Arsht Center for the Performing Arts of Miami-Dade County is one of the world's leading performing arts organizations and venues. Spotlighting legends and serving as a launch pad for local artists to make their mark on the international stage, the Center presents nearly 500 events each year across its eight flexible, state-of-the-art performance spaces. The Center programs 12 signature series, including the largest jazz series in South Florida, the biggest flamenco festival on the East Coast, and a robust program of new theatrical works as well as free programming for the community and an arts education program that serves nearly 30,000 children each year. Since opening in 2006, the Arsht Center, a 501C3 non-profit organization, has emerged as a leader in presenting innovative programming that mirrors South Florida's diversity as well as a catalyst for billions of dollars in new development in the downtown area. The Center includes the 2,200-seat Knight Concert Hall, the 2,400-seat Ziff Ballet Opera House, a 200-seat flexible space Carnival Studio Theater, and the 57,000-square-foot central Thomson Plaza for the Arts outdoor performance space.

**Basic Function:**

The Camp Administrator of AileyCamp Miami supervises the day to day functions of the AileyCamp Miami office. The administrator works under the AileyCamp Miami Director in coordinating and executing the daily operations of the six-week summer program beginning Monday, June 26, 2017 and ending Friday, August 4, 2017 with a final performance on Saturday, August 5, 2017.

**Camp Administrator Responsibilities:**

- Must be available beginning April 10, 2017 – August 5, 2017
- Assist in the coordination of all aspects of AileyCamp relating to the physical set-up of the AileyCamp Miami site under the guidance of Arsht Center staff
- Assist in coordination of sending correspondence to potential campers, their parents, staff and donors
- Assist in the coordination of all aspects of camp field trips including transportation
- Assist in the coordination of bus transportation of campers to and from camp
- Assist in the coordination of breakfast, lunch and snacks for students
- Coordinate performances and workshops by guest artists
- Coordinate the distribution of camp uniforms
- Begin AileyCamp Miami part-time hours starting April 10, 2017 at the Arsht Center (at least 25 hours per week)
- Begin AileyCamp Miami full-time for pre-camp preparations the week of Monday, June 19, 2017
- Attend all camp days Monday – Friday between the hours of 8:30am – 3:30pm
- Supervision of Administrative Assistant, interns and volunteers
- Report individual campers' counseling needs to Guidance staff
- Support faculty members as needed in the creation of the end-of-camp performance materials and costumes
- Participate in all rehearsal, preparation and day-of final performance activities as needed to support artistic staff
- Participate in regularly scheduled staff meetings (3:30 – 4:30pm) and individual meetings as needed
- Dress in the AileyCamp Miami staff uniform and in a neat and clean manner insuring clothing and/or costumes do not contain inappropriate references for children (alcohol, drugs, profanity, etc.)
- Coordinate the mandatory Parent Orientation for incoming campers
- Assist in conducting a mandatory staff orientation under the guidance of the AileyCamp Miami Director
- Assist with compiling AileyCamp Miami statistical data at the end of camp

- Voluntarily participate in the background checks required for employment including but not limited to federal and sex offender checks and finger printing
- Other duties as necessary to insure the safe and efficient operation of AileyCamp Miami

**Candidate Qualifications:**

- Must be an organized and detail oriented individual that has the ability to monitor work performed by staff and interns so that it is completed on time and within budget and meets Arsht Center standards of excellence
- Prioritize and attention to detail
- Effective oral communicators, being able to interact with many different individuals in person or over the phone in a professional manner
- Must possess strong written communication skills
- Proficiency in all Windows Office programs- including Word, PowerPoint, Outlook and Excel
- Prior knowledge and or experience of working in camp settings preferred
- Bilingual in English, Spanish or Creole preferred

**Suggestions for candidates and expressions of interest should be addressed to:**

Email: [resumes@arshtcenter.org](mailto:resumes@arshtcenter.org), **Camp Administrator – AileyCamp Miami** search in the title line.

**The Adrienne Arsht Center is an Equal Opportunity Employer**

To learn more about the Adrienne Arsht Center go to [www.arshtcenter.org](http://www.arshtcenter.org)