



## THE BROWARD CENTER AND THE PERFORMANCE PROJECT'S SUMMER THEATER CAMP DESCRIPTION OF FULL-TIME JOB POSITIONS AND COLLEGE INTERNSHIPS

### Teacher's Assistant

- Entry level, best suited for college/small stipend internship, mostly for youngest age group.
- Have a large amount of patience, energy and creativity to keep this young age group engaged.
- Supervision and help during arrival, dismissal and lunch.
- Help execute the teacher's curriculum.
- Help execute the teacher's show blocking, choreography and music.
- Manage campers during restroom breaks and tours.
- Set up, direct and supervise during arts and crafts.
- Help during all final dress rehearsals and shows.
- Needed for all three locations (Broward Center, Nova Southeastern, & Aventura).
- 4 or 8 week commitment.

### Acting Teacher\*

- Possess directing skills that you will execute into a final performance.
- Have basic technical stage knowledge enough to impart to the campers so that they can perform properly on the stage.
- Execute many theater games that are age appropriate.
- Teach acting lessons on scene study, character development, comic timing, etc.
- Display excellent classroom management in a fun yet authoritative manner.
- 8 week commitment.

### Music Director/Teacher\*

- Possess basic ability to read sheet music and play the piano.
- Possess ability to teach basic singing techniques, harmonies and rhythms.
- Have a creative approach to teaching the above-mentioned skills.
- 8 week commitment.

### Choreographer/Dance Teacher\*

- Possess ability to teach the basics of tap, jazz, and ballet
- Possess ability to choreograph age appropriately
- Possess ability to choreograph in different Broadway styles and hip-hop.
- Have a creative approach to teaching the above-mentioned skill.
- Needed at all three locations (Broward Center, Nova Southeastern, & Aventura)
- 8 week commitment.

*\*Based on resume and experience, you may be chosen to teach Group A (7-9 year olds), Group B (10-13 year olds) or Group YP/C (teens) or a combination of these age groups.*

*\* Based on resume and experience, you may be chosen to be the "lead teacher" in charge of all other teachers in that venue with extra duties for extra pay.*

### Director of Production & Camp Administrator

#### ☐ Key Responsibilities:

- Oversee all technical aspects of the summer theater camp productions.
- Lead and mentor a team of technical assistants.
- Design and execute most technical elements of the productions, including:

- Lighting
- Sound
- Scenic design and construction
- Stage management
- Ensure the safety of all technical equipment and personnel.
- Maintain clean and organized areas.
- Write and call cues for shows.
- Collaborate with the artistic director and other teachers to ensure the success of the productions.
- May assist with teaching some technical theater workshops.
- May be responsible for sourcing and acquiring necessary equipment and materials.
- Answer parent emails pertaining to camp and/or productions.
- Willing to bring in and use their own laptop.
- Execute administrative tasks set by the Executive Director.
- Make sure that the camper's day-to-day activities are running smoothly.
- Support the teaching staff with the implementation of their tasks.
- Delegate and communicate tasks to ASMs of each location.
- 10 week commitment.
- **Qualifications:**
  - Experience in technical theater, including lighting, sound, scenic, and stage management.
  - Strong leadership, organizational, and communication skills.
  - Ability to work effectively with students and other staff members.
  - Passion for theater and a commitment to providing a positive and enriching learning experience for students.
  - Experience working with young people.
- **Preferred Skills:**
  - Experience with working with a union crew
  - First Aid/CPR certification

#### **Assistant Stage Manager/Theater Administration (needed for each location)**

- Basic knowledge in most aspects of Stage Management and Technical Theater.
- Willing to learn and participate in aspects of Theater Administration.
- Must have basic computer skills and knowledge of EXEL, WORD, POWER POINT.
- Should be proficient at multi-tasking and working with deadlines.
- Willing to bring in and use their own laptop.
- May have to travel to other locations.
- Have a reliable car.
- 10 week commitment.

#### **Photographer/Videographer/Social Media**

- Video record day-to-day classes, rehearsals, and activities of all age groups at all venues.
- Possess ability to use software to edit the above-mentioned video.
- Execute creative videos that use effects, overlays, background music, voice overs, text, etc.
- Proficient at taking high quality still pictures.
- Take still pictures during all dress rehearsals to capture close ups of each camper for later parental viewing.
- Knowledge of creating and uploading content to most social media platforms.
- Have their own video camera and still camera. (helpful but not required)
- Need to travel to all three locations (Broward Center, Miniaci PAC & Aventura)
- Work independently at times.
- Have a reliable car.
- 10 week commitment.

## **Props**

- Assist with making, buying, or pulling props from various sources.
- Use arts and crafts skills to create unique props.
- Artistic painting skills are helpful.
- Basic knowledge of using power tools.
- Assist with setting up, breaking down, labelling, maintaining and transporting props.
- Set up prop table before each show.
- Keep records prop placement and usage, convey to campers.
- Return to stock of props after shows.
- Be present at each new show to make sure everything is working properly.
- Will need to travel to at all three locations (Broward Center, Nova Southeastern, & Aventura) plus our warehouse.
- Have a reliable car.
- 10 week commitment.

## **Sit Desk-Clerical/Production Tech/Intern Coordinator**

- Sit desk: afternoons at Broward Center location only.
  - Sit in the reception area to supervise campers coming and going from classrooms. (part-time afternoon hours)
  - Light computer and phone work.
  - Can work on intern scheduling at this time.
- Production Tech: mornings at Broward Center location only.
  - Help stage manager with general production tasks.
- Intern Coordinator:
  - In charge of delegating intern duties and ensure the execution of tasks.
  - Keep records of intern's hours, write verification of hours letter for each.
- 8-10 week commitment.

## **We ask that ALL of our staff possess the following basic qualities:**

- General assistance during the camper's dress rehearsals and show.
- Punctual, organized and can adhere to deadlines.
- Self-motivated, creative, and energetic.
- A strict dedication to keeping our campers happy and safe.
- A conscientious and devoted work ethic.
- Able to work independently and as part of a team.
- Work effectively and positively with fellow team members.
- Have patience and a nurturing attitude with young children.
- Able to keep campers engaged and motivated and make learning fun.
- Able to manage and resolve unexpected situations on a regular basis.
- Have a high level of respect for those in upper management.
- Able to lift up to 25 lbs.; may be walking and standing for long periods of time.
- Must be available during all show days which include evening performances.
- Must be available for all camp dates (8 or 10 weeks) and the 1-day training session on **June 6th**

## **LOCATIONS AND DATES:**

The above-mentioned positions are available at:

- Broward Center for the Performing Arts: Ft. Lauderdale FL, **June 8 to July 31**
- Miniaci Performing Arts Center: Davie, FL, **June 15 to August 7**
- Aventura Arts and Cultural Center: Aventura FL, **June 22 to August 14**
- Broward Center for the Performing Arts: Ft. Lauderdale FL, **June 8 to August 14** for Production Director and BCPA Assistant Stage Manager

**APPLY:**

- Email Nina at [NinaFeliceTPP@gmail.com](mailto:NinaFeliceTPP@gmail.com) and attach your professional resume.
- Based on your resume you may be asked to attend an online interview.
- Interviews will be given in March and April (specific days are TBD) at a time of the interviewee's convenience.

**PAY SCALE:**

- Up to \$850 per week depending on full time position or college internship.