Colorado Shakespeare Festival
Camp Manager

The Colorado Shakespeare Festival seeks a part-time manager for summer Shakespeare camps for kids and teens in Boulder, Colo.

Duties: The Camp Manager oversees all details of the Colorado Shakespeare Festival’s summer camps, including registration materials, schedules, communication with parents, coordinating logistics, and ensuring a smooth process. Strong communication skills, organization skills, and familiarity with MS Office is a must. The Camp Manager is expected to work to create a culture in which participants in our programs are safe and respected.

Responsibilities include (but are not limited to):
- Oversee teaching staff, conducting regular check-ins to ensure that any staff/faculty issues are addressed quickly and professionally
- Interact in a friendly and professional way with all campers, parents, and staff members.
- Supervise all assistants and delegate duties to ensure that the camps are well organized
- Keep camp office organized
- Maintain first aid kit
- Unlock all camp spaces before each camp day begins—lock them at the end of the day
- Ensure that all students get dropped off each day—if students don’t show up, contact parents promptly
- Ensure that all students are picked up promptly after each camp day ends, and if students are left waiting, Camp Manager must stay with them until parents arrive—if late pick-ups become a problem, speak to parents.
- Communicate promptly with the Director of Outreach if any urgent matters need to be addressed
- Familiarization with paperwork from all campers prior to first day of camp
- Keep paperwork updated
- Oversee a smooth load-in to all camp spaces (Loft, Movement Room, Acting Studio, and camp office)
- Inventory of all CSF items in camp spaces
- T-shirt organization and distribution
- Create rosters for check-in
- Create teacher packets (including class rosters, allergy info, no-photo lists, and contact sheets)
- Communicate promptly and professional with parents about camp issues that arise. Also communicate frequently with all parents about updates and expectations related to the final performances, and missing paperwork.
- Communicate with Production Manager about Rippon usage
- Communicate with teachers about production needs
- Communicate with Costume Coordinator about fittings and any costume needs
• Review the schedule regularly and alert teachers/staff and parents to any important schedule announcements
• Coordinate all logistics related to camp performances
• Design program for camp performances
• Coordinate strike of all CSF items
• Coordinate clean-up of all camp spaces (vacuuming, sweeping floors, collecting any lost/found items) and ensuring with THDN that the space is left in an acceptable state.

Time Commitment:
• 90 minute pre-camp meeting with faculty and staff
• 5 hours of load-in prior to start of camp
• Arrive 30 minutes prior to camp start time
• Leave 30 minutes after end of camp day
• attend all camp performances

Dates/Details
• July 8-12, 2024 (10 hours of prep and support for Shakespeare’s Sprites, ages 6-11, mornings only)
• July 15-19, 2024 (10 hours of prep and support for Shakespeare’s Sprites, ages 6-11, mornings only)
• July 22-August 9, 2024 (11:30-4:30pm support for Camp Shakespeare, ages 9-18)
• Camp Shakespeare Final Performance: Saturday, August 10 (8am-12pm)
• Pay rate: $20.60/hr (Anticipated total: $2,142)

Shakespeare’s Sprites (July 8-12, July 15-19)
• Ages 6-9
• Classes held 9am-noon M-F
• 11:30am final performance on each Friday

Camp Shakespeare Sessions (July 22-August 10)
• Ages 9-11: Macbeth
• Ages 12-14: The Merry Wives of Windsor
• Ages 15-18: Arden of Faversham

Camp Shakespeare Final Performance Schedule
• Saturday, August 10, 2024
• 9:00 am performance: Macbeth
• 9:45 am performance: The Merry Wives of Windsor
• 10:30 am performance: Arden of Faversham

VALUE STATEMENT:
CSF shares CU Boulder’s commitment to build an inclusive, diverse, and equitable community and strives to create an environment in which everyone feels a sense of belonging and ability to contribute.
To apply, please submit a cover letter and resume to Amanda.giguere@colorado.edu