



2021 Summer Staff Descriptions/Roles:

**order of command as follows*

HYTA Summer Program Director

Description: The Program Director is the yearly overseer of all Camp Directors and Staff, Marketing, Programming success (in all aspects), and communicator with outside organizations and the Hutchinson Theatre Association sponsor. ****Must be 18 years or older.**

Role(s): Oversees all Summer Camp curriculum, Staff, instruction, organization, Marketing, registration, Program Budget, Advertising, & outside/legality management.

Camp Director/Instructor (per age group/program)

Description: Each specific Camp Director is in charge of all aspects of their camp, other than renting space and outside legalities, and is a key component to the given instruction, activities/training, and culture of each camp. ***Must be 18 years or older.**

Role(s): Oversees designated camp Curriculum, Staff, campers, Instruction, Parent/Guardian communication, communication w/Program Director, camp materials list/organization,



prep/clean-up, Camp Budget & Success. Assists in marketing & recruitment. Serves as an adult 18+ presence at designated camp.

Commitment:

- Working Hours (based on your availability per Camp/program):
 - All the World's A Stage Camp: Monday to Friday (10 days total) from 8:30am - 11:30 am, with two 10 minute breaks per day; plus any additional hours for planning/prep/post debrief of any given camp
 - MS Masterclass: Monday to Wednesday (3 days total) from 8:30am - 11:30 am, with one 10 minute break per day; plus any additional hours for planning/prep/post debrief of any given camp
 - Camp EXPLORE: Monday to Wednesday (3 days total) from 11:45am - 3:00pm, with two 10 minute breaks per day; plus any additional hours for planning/prep/post debrief of any given camp
- Compensation: A **tentative minimum** rate of:
 - ALL THE WORLD'S A STAGE CAMP: \$300.00
 - MS MASTERCLASS: \$75.00
 - CAMP EXPLORE: \$75.00

for your **cumulative** labor *per educational offering*. You will also receive a free lunch at the required Staff debrief July, 9 2021. ***Note that compensation levels may change based on Budgetary changes decided upon by the HYTA Board during each educational offering. Staff will be notified of any changes before and during employment as necessary, and have read and agreed to a non-hourly compensation in the submitted application form.**



Assistant Director/Instructor (per age group/program)

Description: The Assistant Director is in charge of all aspects of their Director's camp when the Director is occupied or needs assistance, and is a key component to assistance with the given instruction, activities/training of Mentor Staff, and culture of each camp. ***Must be 17 years or older.**

Role(s): Aids in creating/finalizing designated camp Curriculum, Overseeing Staff, campers, Instruction, Parent/Guardian communication, & camp success.

Commitment:

- Working Hours (based on your availability per Camp/program):
 - All the World's A Stage Camp: Monday to Friday (10 days total) from 8:30am - 11:30 am, with two 10 minute breaks per day; plus any additional hours for planning/prep/post debrief of any given camp
 - MS Masterclass: Monday to Wednesday (3 days total) from 8:30am - 11:30 am, with one 10 minute break per day; plus any additional hours for planning/prep/post debrief of any given camp
 - Camp EXPLORE: Monday to Wednesday (3 days total) from 11:45am - 3:00pm, with two 10 minute breaks per day; plus any additional hours for planning/prep/post debrief of any given camp
- Compensation: A **tentative minimum** of:
 - ALL THE WORLD'S A STAGE CAMP: \$200.00
 - MS MASTERCLASS: \$50.00
 - CAMP EXPLORE: \$50.00

for your **cumulative** labor *per educational offering*. You will also receive a free lunch at the required Staff debrief July, 9 2021. ***Note that compensation levels may change based on Budgetary changes decided upon by the HYTA Board during each educational offering. Staff will be notified of any changes before and during employment as necessary, and have read and agreed to a non-hourly compensation in the submitted application form.**



Arts Management Intern

Description: The Arts Management Intern position is an educational position for an individual interested in learning more about, and having more experience in, the field(s) of Theatre/Arts Management, Non-profit Management, Communication and Marketing. The Arts Management Intern is an essential team player, aiding the Program Director in administrative tasks for HYTA Summer educational programming and performing independent tasks as designated by HYTA Summer Directors and Staff. ***Must be 16 years or older.**

Role(s): Aids Program Director in HYTA Summer Education administration tasks (budgetary, registration, online ordering/materials, Health/Safety forms, etc.), Communicates information/photos to HYTA Summer Education families and participants, advertises programming via social media/website(s)/community partners, aids in additional community relations with the HYTA as deemed necessary

Commitment:

- Working Hours (*daily/weekly hours vary by availability):
 - Timeline: Monday, June 7, 2021 - Monday, July 19, 2021
 - Weekly: *approximately* 5 hours per week, 30 hours total (hours will be recorded independently)
 - Weekly roles will be communicated at the beginning of each week with HYTA Summer Directors and Program Director as necessary
 - Intern availability will be communicated for the 2021 Summer Intern Timeline given in the application/employment process



- Compensation: A **tentative minimum** of \$25.00 for your **cumulative** labor *per educational offering*. You will also receive free educational training and mentorship from HYTA Summer Education Staff and a free lunch at the required Staff debrief July, 9 2021 and/or Summer Staff/Intern debrief planned for July 17, 2021. ***Note that compensation levels may change based on Budgetary changes decided upon by the HYTA Board during each educational offering. Staff will be notified of any changes before and during employment as necessary, and have read and agreed to a non-hourly compensation in the submitted application form.**

Education Intern

Description: The Summer Education Intern position is an educational position for an individual interested in learning more about, and having more experience in, the field(s) of Early Childhood/Elementary/Secondary Education, Theatre Education, Curriculum & Instruction, Children/Youth Studies, and Mentorship/Leadership. The Summer Education Intern is in charge of all aspects of their Assistant Director/Director's camp when the Director and/or Assistant Director is occupied or needs assistance. The Education Intern plans the curriculum for at least 1 of the HYTA Summer Education programs and is the main instructor for the respective program under the mentorship of the HYTA Summer Directors/designated Camp Director. The Education Intern is a key component to assistance with the given instruction and culture of each camp. ***Must be 16 years or older.**

Role(s): Aids in creating/finalizing designated camp Curriculum/Schedule(s), Overseeing campers/students, Instruction, & Summer educational programming success.



Commitment:

- Working Hours (*daily/weekly hours vary by availability, & based on your availability per Camp/program):
 - Timeline: Monday, June 7, 2021 - Thursday, July 15, 2021
 - Weekly: *approximately* 5 hours per week, 30 hours total including and/or outside of designated Educational Program(s) (hours will be recorded independently)
 - Weekly roles/duties will be communicated at the beginning of each week with HYTA Summer Directors, Program Director, and Summer Staff as necessary
 - Intern availability will be communicated for the 2021 Summer Intern Timeline given in the application/employment process

Fully Available for **at least 1 of the following:

- **(Elementary/Secondary Ed) All the World's A Stage Camp:** Monday to Friday (10 days total) from 8:30am - 11:30 am, with two 10 minute breaks per day; plus any additional hours for planning/prep/post debrief of any given camp
 - **(Secondary Ed) MS Masterclass:** Monday to Wednesday (3 days total) from 8:30am - 11:30 am, with one 10 minute break per day; plus any additional hours for planning/prep/post debrief of any given camp
 - **(Primary Ed) Camp EXPLORE:** Monday to Wednesday (3 days total) from 11:45am - 3:00pm, with two 10 minute breaks per day; plus any additional hours for planning/prep/post debrief of any given camp
- Compensation: A **tentative minimum** rate of:
 - ALL THE WORLD'S A STAGE CAMP: \$25.00
 - MS MASTERCLASS: \$25.00
 - CAMP EXPLORE: \$25.00

for your **cumulative** labor *per educational offering*. You will also receive free educational training and mentorship from HYTA Summer Education Staff and a free lunch at the required Staff debrief July, 9 2021 and/or Summer Staff/Intern debrief planned for July 17, 2021. ***Note that compensation levels may change based on Budgetary changes decided upon by the HYTA Board during each educational offering. Staff will be notified of any changes before and during employment as necessary, and have read and agreed to a non-hourly compensation in the submitted application form.**



Camp Counselor

Description:

The 2021 HYTA Summer Camp Counselor is an essential staff member, and, more importantly, team player; willing to share the joy and love of theatre with students in creative ways, in the safe zone provided, as well as promote the safe zone provided by being an uber example for students in all aspects of theatre programming and theatre in general. The Camp Counselor should always be ready to assist not only the Summer Directing Staff, but also camp students, positively whenever possible and needed, as well as be ready to take-over in any role *as directed by the Director/Assistant Director in the case of an emergency or short-notice delay in instruction/direction. The Camp Counselor is also an additional advocate of the Hutchinson Youth Theatre Association Youth Equity, Diversity, & Inclusion Statement, Health & Safety Procedure and Guidelines, and Camp Director-specific goals for camp culture & success throughout each aspect of the camp/masterclass; most importantly, emphasizing the 'safe zone' of a theatre-making group and positivity that comes in creativity and making mistakes. *If comfortable & willing, the Camp Counselor will not only be a mentor and positive role model for the campers, but also a mentor and partner for a Camp Counselor IN TRAINING. ****Must be 16 years or older**

Role(s): A mentor, assistant, and positive role model for all campers, an assistant to Director Staff, "Theatre Troupe" Leader and Game/Activity Leader (when directed), *if applicable* mentor for a Camp Counselor IN TRAINING.

Duties:

- Lead, help instruct, and guide a "Theatre Troupe" of 7-8 campers/students.



- ❑ Prioritize the *Equity, Diversity, & Inclusion Statement, Health & Safety Procedure and Guidelines, and Camp Director-specific goals for camp culture & success in every action/direction/instruction/assistance throughout all summer programming
- ❑ Contribute to the 2021 Camp Director & Summer Camp Staff with any ideas, concerns, and questions clearly and promptly, in order to improve theatre programming and camper experience overall in any aspect of the program
- ❑ Maintain prompt contact with the Assistant Director and Director each day in-person and online (email/text/etc.)
- ❑ Execute all given roles/duties in an organized, prompt, and positive manner
- ❑ **If directed to do so by Directing Staff: engage in and successfully execute any and all emergency procedures provided by Camp Directing Staff
- ❑ Be a positive example of a theatre-maker; sharing the joy and love of theatre within all roles and activities during the duration of the camp/masterclass!
- ❑ Post-Camp Duties: Clean up the provided spaces & set-up the spaces for the upcoming camp day, check-in with/assist Director and Assistant Director in any given wrap-up duties, assist in supervision for student pick-up if directed, meet with all staff to review/plan the next camp day before given leave.

Commitment:

- Working Hours (based on your availability per Camp/program):
 - **Available for **at least 1** of the following:
 - All the World's A Stage Camp: Monday to Friday (10 days total) from 8:30am - 11:30 am, with two 10 minute breaks per day; plus any additional hours for planning/prep/post debrief of any given camp
 - MS Masterclass: Monday to Wednesday (3 days total) from 8:30am - 11:30 am, with one 10 minute break per day; plus any additional hours for planning/prep/post debrief of any given camp
 - Camp EXPLORE: Monday to Wednesday (3 days total) from 11:45am - 3:00pm, with two 10 minute breaks per day; plus any additional hours for planning/prep/post debrief of any given camp
- Compensation: A *tentative* rate of:
 - ALL THE WORLD'S A STAGE CAMP: \$25.00
 - MS MASTERCLASS: \$10.00
 - CAMP EXPLORE: \$10.00



for your **cumulative** labor *per educational offering*. You will also receive a free lunch at the required Staff debrief July, 9 2021. ***Note that compensation levels may change based on Budgetary changes decided upon by the HYTA Board during each educational offering. Staff will be notified of any changes before and during employment as necessary, and have read and agreed to a non-hourly compensation in the submitted application form.**

Camp Counselor IN TRAINING (CIT)

Description:

The 2020 Summer Youth Theatre Camp Camp Counselor IN TRAINING is an essential staff member for Camp EXPLORE Grades 1-3, July 12-14, 2021. Being team players, the CIT assists in 2021 Summer Theatre Early Childhood education programming success and training to be a future Camp Counselor through the HYTA Youth theatre programming and other arts organizations. A Camp Counselor IN TRAINING is willing to share the joy and love of theatre with students in creative ways, in the safe zone provided, as well as promote the safe zone provided by being an uber example for students in all aspects of theatre programming and theatre in general. The CIT is also an additional advocate of the Hutchinson Youth Theatre Association Youth Equity, Diversity, & Inclusion Statement, Health & Safety Procedure and Guidelines, and Camp Director-specific goals for camp culture & success throughout each day of Camp EXPLORE; most importantly, emphasizing the 'safe zone' of a theatre-making group and positivity that comes in creativity and making mistakes. *If comfortable & willing, the Trainee may also lead and assist their respective "Theatre Troupe" games, activities, and instruction. ****Must have Completed Grades 7-9, ages 13-15**

Role(s): An assistant to Summer Staff and Camp Counselors, a positive role



model for all campers, an assistant to Summer Camp & Camp Director Staff, “Theatre Troupe” Assistant Leader and Game/Activity Leader (if willing & comfortable)

Duties:

- Assist Camp Counselor in leadership, instruction, and guidance of respective “Theatre Troupe”.
- Prioritize the *Equity, Diversity, & Inclusion Statement, Health & Safety Procedure and Guidelines, and Camp Director-specific goals for camp culture & success in every action/direction/instruction/assistance throughout all summer programming
- Contribute to the 2021 Camp Director & Summer Camp Staff with any ideas, concerns, and questions clearly and promptly, in order to improve theatre programming and camper experience overall in any aspect of the program
- Maintain prompt contact with the 2021 Summer Staff each day in-person and online (email/text/etc.)
- Execute all given roles/duties in an organized, prompt, and positive manner
- **If directed to do so by Directing Staff: engage in and successfully execute any and all emergency procedures provided by Camp Directing Staff
- Be a positive example of a theatre-maker; sharing the joy and love of theatre within all roles and activities during the duration of the camp/masterclass!
- Post Workshop Duties: Clean up the provided spaces & set-up the spaces for the upcoming camp day, check-in with/assist Staff in any given wrap-up duties, assist in supervision for student pick-up if directed, meet with all staff to review/plan the next camp day before given leave.

Commitment:

- Working Hours (based on your availability per Camp/program):
 - Camp EXPLORE: Monday to Wednesday (3 days total) from 11:45am - 3:00pm, with two 10 minute breaks per day; plus any additional hours for planning/prep/post debrief of any given camp
- Compensation: You will receive free educational and on-the-job training and a free lunch at the required Staff debrief July, 9 2021. ***Note that compensation levels may change based on Budgetary changes decided upon by the HYTA Board during each educational offering. Staff will be notified of any changes before and during employment as necessary, and have read and agreed to a non-hourly compensation in the submitted application form.**