



HERMITAGE
museum & gardens

Position: Summer Art Camp Coordinator

Type: Seasonal, 40 hours per week

Description: This is a seasonal position (June through August) that focuses on supporting the day-to-day operations of the Hermitage's Summer Art camp program. This position is also responsible for maintaining the classroom and studio spaces at the Visual Arts School.

Essential Functions:

- Assist the Curator of Education in overseeing the daily activities and general camp operations to ensure a quality camp
- Assist camp instructors with special projects and activities
- Monitor the health and safety of all campers and contacting parents if needed
- Communicate with parents and community partners throughout the summer
- Be responsible for knowing, understanding, and executing all camp policies and emergency procedures associated with the camp
- Be a leader in parent communication and address parent concerns in a timely manner
- Oversee camp registration including the collection of registration fees
- Ensure studio and classroom space including ceramics studio are clean and organized
- Load, fire, and unload kilns
- Mix ceramic glazes, as needed
- Track and organize studio inventory and supplies
- Provide assistance with facility maintenance to include minor repairs and building upkeep, cleaning and organization of three studios

Requirements:

Outstanding verbal and communication skills, strong interpersonal skills, and must be comfortable working with people from all backgrounds. Strong organizational skills, attention to detail with a proven ability to manage multiple tasks and priorities, ability to anticipate and articulate program needs, and work independently. Must be extremely dependable and punctual. Excellent computer skills including expertise in email and Microsoft Office. Experience working in youth-based programs and in art studios, preferred. Must be able to lift up to 50 lbs. and stand for long periods of time. Must be 18 or older with valid Virginia driver's license.

To apply: Email resume and cover letter to cspencer@thehermitagemuseum.org

Deadline to apply: April 19th