

Summer Camp Instructor

Reports to:	Director of Learning & Public Programming
Department:	Curatorial/Education
Type:	Temporary, Hourly
Term:	April – August 2020
Hours:	Planning time is flexible. Must be available all 5 weeks of camp (for dates & times, see below).
Compensation:	\$22/hr

BELLEVUE ARTS MUSEUM: MISSION

Bellevue Arts Museum provides a public forum for the community to contemplate, appreciate, and discuss visual culture. We work with audiences, artists, makers, and designers to understand our shared experience of the world.

POSITION DESCRIPTION

The Summer Camp Instructor develops and teaches BAM Summer Camps. The goal of BAM's camp programs is to actively engage youth in the exploration of art, craft, and design in a fun camp environment. This position works closely with the Director of Learning & Public Programming and the Summer Camp Assistants to plan all aspects of BAM Summer Camps, including logistics, curriculum, classroom management, art projects, and other camp activities and games.

All camp projects and art activities should relate to BAM's mission and exhibitions as much as possible, and should include gallery explorations throughout the Museum. The themes (listed below) have been chosen as they have been popular in the past, but there is no set curriculum or prescribed projects. The Instructor will have the freedom to create their own plan, projects, and daily schedule.

The Instructor is responsible for leading Summer Camp programs by engaging kids in fun, new, and challenging art projects and other activities throughout the week. They must be able to communicate consistently and effectively with parents about camp activities and any behavioral issues that arise, including the creation of a daily newsletter for parents.

SUMMER CAMP SCHEDULE

June 22 – 26: *Under the Sea* (ages: entering 1st–3rd grade), Full Day

July 6 – 10: *Clay & Crafts* (ages: entering 1st–3rd grade), Half Day (afternoons)

July 13 – 17: *Myths & Magic* (ages: entering 1st–3rd grade), Full Day

August 3 – 7: *Modern Art Adventures* (ages: entering 4th–6th grade), Full Day

August 10 – 14: *Little Artists* (ages: pre-k, 4–5 years old), Half Day (mornings)

DAILY SCHEDULE: All full day camps are 9am–3pm, with Instructor work hours as 8:30am–4pm. Half day afternoons are 1–4pm with Instructor work hours 12:30–4:30pm; and half day mornings are 9am–12pm with Instructor work hours 8:30am–12:30pm.

RESPONSIBILITIES & DUTIES

Summer Camp Program Planning

- Develop curriculum and art projects for all 5 weeks of summer camp that create opportunities for individual art-making and collaborative teamwork-based experiences.
- Relate themes and activities to BAM's mission, and make connections to exhibitions when possible.
- Work cooperatively with the Director of Learning & Public Programming to finalize camp logistics, projects, and schedule.
- Create supply list with attention to budget.
- Assist in interviewing and training Summer Camp Assistants, when possible.

Summer Camp Teaching and Management

- Create a fun, focused, and safe environment for campers.
- Teach and facilitate art projects, games, and other fun camp activities.
- Communicate with parents about camp projects, events, and any behavioral problems.
- Oversee the Summer Camp Assistants, as they assist with camp facilitation and communication.
- Communicate regularly with Director of Learning & Public Programming about supply needs and issues.
- Create and send daily newsletter of camp activities to parents.
- Organize an end-of-camp art show every Friday for the last 30 mins. of camp.

QUALIFICATIONS & SKILLS

- Associate's or Bachelor's degree in education, studio art, craft, or design, art history, or related field desired (or equivalent experience).
- One to two years' direct experience working with youth audiences, preferably in an arts education or summer camp setting.
- Experience working with different children of different ages and abilities.
- Experience with classroom management, behavior management, or summer camp leadership.
- Friendly, open attitude and passion for working with children.
- Ability to work independently and collaboratively with staff and students.
- Strong customer service skills utilizing courtesy, tact, and good judgment.
- Strong organizational, planning, and time-managements skills.
- Flexibility and problem-solving skills.
- Excellent oral and written communication skills.
- Availability for all 5 weeks of summer camp.
- Physical ability to perform job functions.
- Clearance of criminal background check.

TO APPLY

Pleas submit the following: 1) a brief cover letter, 2) your résumé, and 3) 2-3 art project ideas for one of the camp themes listed. Images are helpful, but not required. Send to **Julia Miller, Director of Learning & Public Programming** at hr@bellevuearts.org. Phone calls not accepted. **Deadline to apply is February 23, 2020.**

Bellevue Arts Museum is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.