

Summer Camp Instructor

Reports to: Director of Learning & Public Programming
Department: Curatorial/Education
Type: Temporary, Hourly
Term: April – August 2022
Hours: Planning time is flexible. Must be available all 5 weeks of camp (for dates & times, see below).
Compensation: \$24 per hour

ABOUT BELLEVUE ARTS MUSEUM

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 camp themes (listed below) have been chosen to reflect popular past camps and current exhibitions, 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 concerns that arise, including the creation of a daily newsletter for parents.

SUMMER CAMP SCHEDULE

June 27 – July 1: Fiber Art (ages: entering 4th – 6th grade), Full-day
July 6 – 8: Little Artists (ages: pre-k, 4 – 5 years old), Half-day (mornings)
July 11 – 15: Clay & Crafts (ages: entering 1st – 3rd grade), Half-day (afternoons)
August 8 – 12: Graphic Design (ages: entering 4th – 6th grade), Full-day
August 15 – 19: Imagining Worlds (ages: entering 1st – 3rd grade), Full-day

DAILY SCHEDULE:

	Camp Hours	Instructor Hours
Full-day camp	9am – 3pm	8:30am – 4pm
Half-day (mornings)	9am – 12pm	8:30am – 12:30pm
Half-day (afternoons)	1 – 4pm	12:30 – 4:30pm

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 minutes 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 elementary school-aged children with various abilities.
- Experience with classroom management or groups in informal learning settings.
- 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 five weeks of summer camp.
- Physical ability to perform job functions.
- Clearance of criminal background check.

COVID-cautious CAMP

All BAM camp program protocol and schedules will respond to the most up-to-date information from the [Washington State Department of Health](#) and are subject to change. The Director of Education will work with the instructor to create COVID-cautious protocol and policies for the camps. The instructor will be required to show proof of vaccination from COVID-19 in accordance with state guidelines for educators working with children.

TO APPLY

Please submit the following: 1) a brief cover letter focused on your experience creating an inclusive learning environment for children, 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 **Emma Cantrell, Director of Learning & Public Programming** at hr@bellevuearts.org. Phone calls not accepted. **Deadline to apply is February 1, 2022.**

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.