

# Art Director

## Job Description

The Art Director supervises all aspects of the art program. This includes staff supervision, planning all art activities, and taking care of program materials. The Art Director is supervised by the Program Director and Program Supervisor. The art program includes general art, ceramics, and woodshop activities. The Art Director is responsible for orienting their staff on the goals of the art program at camp, and preparing their staff to lead daily activities in their program areas. The Art Director is the responsible person who makes critical decisions in emergencies in their program area. The Art Director attends Senior Staff orientation and presents/runs orientation sessions for cabin staff.

## Key Responsibilities

- **Program Development / Management**
  - Along with the Art and Woodshop Specialists they supervise, the Art Director should create a curriculum for all art activities that are socially engaging for campers.
  - Manage project timelines to ensure campers have completed projects to take home at the end of camp.
  - Ensures the safety procedures in their programs areas are adhered to by staff and campers.
  - Maintain an inventory of all program supplies related to the aquatics program. The Art Director is also responsible for the safe keeping of all program supplies.
  - Ensures all art programs adhere to the appropriate standards to maintain accreditation with American Camp Association and CampGroup. These include quality of program instruction, care and maintenance of supplies/equipment, and safety standards.
  
- **Staff Supervision**
  - Supervision includes daily check-ins, informal feedback, support during difficult or emergency situations, providing input and direction about lesson plans and projects, assigning activities, assigning periods off
  - Formal feedback will be done with all Art and Woodshop Specialists. This includes a formal check-in during orientation, one at the mid-point of the summer and one at the end of the summer.
  - The Art Director is responsible for filling out feedback forms for each staff member and providing information to the Directors about job performance and recommendation for rehire.

## Qualifications

Qualified candidates should meet the following criteria

- Bachelor's degree in a relevant field of study.
- Professional experience working with children with learning differences, ASD, or other social communication disorders.
- Experience in field of art education or art therapy.
- Effective communication skills, both written and verbal.
- Experience supervising staff in a professional setting.
- Other qualities: Creative, organized, flexible and self-starter.