

Carousel Players

... THEATRE YOU NEVER OUTGROW ...

Summer Theatre School 2021 Assistant Coordinator Job Description

RESPONSIBILITIES include:

Pick-up, Drop-off, and Lunchtime

- Be on site ready to welcome campers before drop-off begins at 8:30am each morning
- Oversee daily outdoor time for campers (weather permitting)
- Organize games and other activities for campers during the pick-up and drop-off periods and the lunch break

Camp Programming

- Assist with program development; photocopy needs; technical, design and production needs; and other requirements for each program
- Support the delivery of camp programs by actively working with students

Resources

- Organize Summer Theatre School supplies with the STS Coordinator
- Shop for resource material needs identified by Instructors and the STS Coordinator
- At the end of the summer, complete an inventory of supplies with the Education Coordinator

Communications

- Work with the STS Coordinator to prepare camp materials to be shared with parents
- Design, prepare and distribute camp certificates

Recording

- Record the final performance of each camp and work with Carousel staff to create and distribute the final edit of the recording.
- Ensure that photographs are taken for Carousel Players promotional use, with consideration for the wishes of some parents that their children not appear in photos
- Work with Carousel staff on use of photographs in social media communications

Health & Safety

- Adhere to and enforce all elements of the Summer Theatre School 2021 Health & Safety Protocols
- Participate in the daily cleaning and sanitization of the spaces used for camp
- Report any situations involving the risk of Covid-19 to the STS Coordinator immediately.

Facility

- Liaise with Carousel Players and Silver Spire United Church staff on any matters to do with the facility and other facility users
- Ensure the rooms used by the camp (including washrooms) are clean & tidy

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366 St Paul Street
St Catharines, ON, L2R 3N2

Reporting

- Provide input for the Coordinator's report on the summer's experience, including recommendations on ways to improve any aspect of the Summer Theatre School and this work placement.
- Participate in an exit interview at the end of the contract

ORIENTATION & TRAINING

- Company Orientation: staff, employment policies, health & safety policies
- Review of Summer Theatre School Covid-19 policies and procedures
- Review of Summer Theatre School files, past reports, and camp supplies
- Meet with Carousel Players and Silver Spire United Church staff for training in lock-up, alarm setting, health & safety policies, and other policies & procedures.

Carousel's camps run Monday to Friday (excluding statutory holidays) from 8:30am to 4:30pm for youth participants. Camp activities take place at the Carousel Players Arts Education Centre at 366 St Paul Street, St Catharines ON.