

QUESTIONS?
 Contact Megan McIntyre
 Summer Program
 951.659.2171 x2369
meganm@idyllwildarts.org

Page	Position	Openings	Dates
2	*PLEASE READ FIRST		
3	Dean of Students-Children's Center	(1)	May 30–August 7
4	Lead Counselor-Children's Center	(4)	June 3–August 7
5	Counselor-Children's Center	(4)	June 3–August 7
6	Dean of Students-Teen Program	(2)	May 30–August 7
7	Lead Counselor- Teen Program	(2)	May 30-August 7
8	Counselor-Teen Program	(22)	June 3-August 7
9	Lifeguard	(4)	May 30–August 17
10	Technical Director	(1)	May 30–August 7
11	Assistant Technical Directors	(2)	June 3–August 7
12	Production Tech Assistants	(5)	June 3–August 7
13	Scenographer / Paint Charge	(1)	June 3–August 7
14	Children's Center Administrative Assistant	(1)	June 3–August 7
15	Teaching Assistant-Visual Arts	(2)	June 3–August 7
16	Campus Photographer	(1)	June 3–August 7
17	Administrative Assistant	(1)	May 30–August 7
18	Jewelry Lab Technician	(1)	May 30–July 11
19	Adult Program Coordinator	(1)	May 30–July 11
20	Native Arts Program Coordinator	(1)	May 30–July 11
21	Adult Program Assistant	(1)	May 30–July 11
22	Gallery Assistant	(1)	May 30–July 10

All positions listed above receive meals and housing and make up the staff of the Idyllwild Arts Summer Program.

Located in the beautiful San Jacinto Mountains in Southern California, the Summer Program has offered courses in dance, music, theater, visual arts, film, creative writing and Native American arts to students of all ages since 1950.

We hire people with arts backgrounds who are responsible, hardworking and self-motivated.

Interested in a position for Summer 2019?
 To apply and read all job descriptions, please visit
www.idyllwildarts.org/employment

To learn more about our Summer Program please visit www.idyllwildarts.org/summer



IDYLLWILD ARTS SUMMER PROGRAM 2019

QUESTIONS?
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meganm@idyllwildarts.org

Summer Program 2019

Dear Summer Applicant:

Thank you for your interest in working at the 2019 IdyllwildArts Summer Program. Please find enclosed a packet of information including a job announcement, various job descriptions, and a description of the Idyllwild Arts Summer Program.

In order to receive maximum consideration, please visit idyllwildarts.org/employment and complete your application through our CampInTouch system. ***Make certain that your availability coincides with the dates listed on the job announcement.*** Please read the job descriptions carefully, and be ready to work as required before you apply. We will begin offering contracts beginning February 2019 and continue to hire until all positions are filled. Please visit idyllwildarts.org/summer for more information about our programs.

Thank you again for your interest. We look forward to reviewing your application. Any questions should be directed to Megan McIntyre at meganm@idyllwildarts.org

Sincerely,
Megan McIntyre
Assistant Director of Programs

The IdyllwildArts Summer Program, a non-profit educational program of the Idyllwild Arts Foundation, does not discriminate on the basis of race, color, sex, gender identification, religion, or national and ethnic origin in the administration of its educational programs, admissions policies, employment practices or financial aid procedures.

QUESTIONS?
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GENERAL RESPONSIBILITIES

The Children's Center Dean of Students reports to the Assistant Director of the Summer Program and the Director of the Children's Center, and is the administrator of the Children's Center and Junior Artist student services staff which provides a healthy and enjoyable summer camp experience for students ages 5-8 & 9-13. During Family Week, the Dean may serve as the supervisor of the daily teaching and performing schedule carried out by the Counselors. With the Youth Deans, the Children's Center Dean will plan the theme and all extracurricular events and performances during Family Week and will possibly be involved in teaching and/ or performing.

SPECIFIC DUTIES

1. Supervise the Children's Center student services staff; assign duties and day-to-day schedules (day student supervision, recreational/free time supervision, dorm coverage, facility preparation, pool duty) at daily Counselor meetings; spearhead weekend activities. Comfortable working a 6-day/24 Hour on call work week.
2. Implement and enforce all Summer Program rules and regulations, while providing a positive environment for students and staff.
3. Oversee dorm administration and facilities management using CampInTouch and SchoolDude software.
4. Communicate daily with the Director and Assistant Director of the Summer Program, and Director of the Children's Center to evaluate problems, share successes, and to discuss student discipline situations. Maintain communication with parents as needed per student.
5. Organize student housing, transportation, evening schedules, weekend schedules, free time activities, student bank, badges, dorm inspections, Morning Sing, and assist in registration.
6. Upkeep and organization of student and staff supplies. Lead staff in execution of classroom and event setups.
7. In conjunction with the Youth Dean, assist in planning staff orientation before the Summer Program begins.
8. Driving duties of campus vehicles which may include driving on-campus errands, town runs, evacuation drills, or student field trips.
9. Other duties as assigned by the Directors of the Summer Program and Children's Center.

QUALIFICATIONS

College student or graduate; 3 or more years of experience in a residential camp setting with children ages 5-8 & 9-13; at least 2 years of experience in a supervisory or managerial position; commitment to the needs of children; excellent ability to supervise and communicate; responsibility and self-motivation in work; strong organizational skills; attention to detail; flexibility in style; arts background a plus - performing experience in music, dance or theatre is desirable. Willingness to obtain a California driver license and drive campus vehicles for work purposes. Must have the ability to lift heavy objects and perform light maintenance duties.

DATES & PAY

Children's Center Dean works from May 30 – August 7 with meals and housing included. Summer staff members are classified as employees by the IRS and the State of California so federal and state taxes are withheld from all paychecks.

QUESTIONS?
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Summer Program
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GENERAL RESPONSIBILITIES

Reporting to the Children's Center Dean of Students, Children's Center Counselors are responsible for all recreational and out-of-class activities of Children's Center and Junior Artist students (ages 5-8 & 9-13) at the Idyllwild Arts Summer Program. They are also responsible for providing program and facility maintenance, such as setting up a classroom, preparing a performance, or raking the campus to keep it safe from fire. Counselors must be able to maintain a supportive yet disciplined environment for the campers, ensuring their safety and happiness while attending Idyllwild Arts Summer Program. Those who are best suited for this position are self-starters, good listeners, inventive, quick on their feet, able to strike the proper balance between friendship and discipline, and, most importantly, are a team player. During Family Week, Counselors may serve as assistant arts instructors for daytime activities, and as entertainers and activity leaders for evening activities. There is no residential responsibility during Family Week.

SPECIFIC DUTIES

1. Implement and enforce all Summer Program rules and regulations, while providing a positive environment for students. Communicate behavior problems to the Dean and assist in positive resolution.
2. Carry out assigned duties which may include, but not limited to - pool duty, stage crew assistance, ushering at programs, facilities preparation, piano moving, bed moving, specific workshop assistance, mopping dance floors, etc.
3. Attend daily Counselor meetings to plan student activities and duty assignments. Meet periodically to discuss problems, concerns, discipline and rewards.
4. Plan, organize and supervise all out-of-class time for residential students, including weekend recreational activities.
5. Organize dormitory to allow for safe, healthy living and a positive atmosphere for growth.
6. Participate and see that students participate in the daily Morning Sing.
7. Supervise sleeping hours for students (on Lead Counselor's days off)
8. Driving duties of campus vehicles which may include driving on-campus errands, town runs, evacuation drills, or student field trips.
9. Other duties as may be assigned by the Dean and Director of the Children's Center.

QUALIFICATIONS

High school graduate, with at least one year of college, at least one year of experience as a counselor in a residential camp setting with children ages 5-8 & 9-13, and a strong desire to work with children of this age group. Positive, flexible person with excellent ability to communicate. Arts, crafts, and performing experience in music, dance or theatre is desirable. Willingness to obtain a California driver license and drive campus vehicles for work purposes. Must have the ability to lift heavy objects and perform light maintenance duties.

DATES & PAY

Children's Center Lead Counselors work from June 3-August 7 with meals and housing included. Summer staff members are classified as employees by the IRS and the State of California so federal and state taxes are withheld from all paychecks.

QUESTIONS?
Contact Megan McIntyre
Summer Program
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GENERAL RESPONSIBILITIES

Reporting to the Children's Center Dean of Students, Lead Counselors are responsible for assisting the Dean execute his/her duties, while also completing all the responsibilities of Counselor, plus more. Lead Counselors will be responsible for all recreational and out-of-class activities of Children's Center and Junior Artist students ages 5-8 & 9-13 at the Idyllwild Arts Summer Program. They are also responsible for providing program and facility maintenance, such as setting up a classroom, preparing a performance, or raking the campus to keep it safe from fire. Counselors must be able to maintain a supportive yet disciplined environment for the campers, ensuring their safety and happiness while attending Idyllwild Arts Summer Program. Those who are best suited for this position are experienced counselors, good leaders, highly communicative, inventive, quick on their feet, and, most importantly, are a team player. During Family Week, staff may serve as assistant arts instructors for daytime activities, and as entertainers and activity leaders for evening activities. There is no residential responsibility during Family Week. Lead Counselors will serve as Dorm Sleeper supervision 6 nights per week.

SPECIFIC DUTIES

1. Direct assistant to the Dean. Will serve as Dean when the Dean is on their day off.
2. Serve as Dorm Sleeper supervision 6 nights per week. Supervise sleeping hours for students. Comfortable working a 6-day/24 Hour on call work week.
3. Implement and enforce all Summer Program rules and regulations, while providing a positive environment for students. Communicate behavior problems to the Dean and assist in positive resolution.
4. Carry out assigned duties which may include, but not limited to - pool duty, stage crew assistance, ushering at programs, facilities preparation, piano moving, bed moving, specific workshop assistance, mopping dance floors, etc.
5. Attend daily Counselor meetings to plan student activities and duty assignments. Meet periodically to discuss problems, concerns, discipline and rewards.
6. Plan, organize and supervise all out-of-class time for residential students, including weekend recreational activities.
7. Organize dormitory to allow for safe, healthy living and a positive atmosphere for growth.
8. Participate and see that students participate in the daily Morning Sing.
9. Driving duties of campus vehicles which may include driving on-campus errands, town runs, evacuation drills, or student field trips.
10. Other duties as may be assigned by the Dean and Director of the Children's Center.

QUALIFICATIONS

High school graduate, with at least one year of college, at least two years of experience as a counselor in a residential camp setting with children ages 5-8 & 9-13, and a strong desire to work with children of this age group. Positive, flexible person with excellent ability to communicate. Arts, crafts, and performing experience in music, dance or theatre is desirable. Willingness to obtain a California driver license and drive campus vehicles for work purposes. Must have the ability to lift heavy objects and perform light maintenance duties.

DATES & PAY

Children's Center Lead Counselors work from June 3-August 7 with meals and housing included. Summer staff members are classified as employees by the IRS and the State of California so federal and state taxes are withheld from all paychecks.

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GENERAL RESPONSIBILITIES

The Youth Center Dean of Students reports to the Assistant Director and Director of the Summer Program and are the administrators of the teens & high-school student services staff, which provides a healthy and enjoyable summer experience for students ages 13-18. During Family Week, the Dean may serve as the supervisor of the daily teaching and performing schedule carried out by the Counselors. With the Children's Center Dean, the Youth Deans will plan the theme and all extracurricular events and performances during Family Week and will possibly be involved in teaching and/ or performing.

SPECIFIC DUTIES

1. Supervise the Youth Center student services staff; assign duties and day-to-day schedules (day student supervision, recreational/free time supervision, dorm coverage, facility preparation, pool duty) at daily Counselor meetings; spearhead weekend activities. Comfortable working a 6-day/24 Hour on call work week.
2. Implement and enforce all Summer Program rules and regulations, while providing a positive environment for students and staff. Maintain communication with parents as needed per student.
3. Oversee dorm administration and facilities management using CampInTouch and SchoolDude software.
4. Communicate daily with the Director and Assistant Director of the Summer Program to evaluate problems, share successes, and to discuss student discipline situations.
5. Organize student housing, transportation, evening schedules, weekend schedules, free time activities, student bank, badges, dorm inspections, Morning Sing, and assist in registration.
6. Upkeep and organization of student and staff supplies. Lead staff in execution of classroom and event setups.
7. In conjunction with the Children's Dean, assist in planning staff orientation before the Summer Program begins.
8. Driving duties of campus vehicles which may include driving on-campus errands, town runs, evacuation drills, or student field trips.
9. Other duties as assigned by the Directors of the Summer Program and Children's Center.

QUALIFICATIONS

College student or college graduate; 3 or more years of experience in a residential camp/school setting; at least one year of experience in a supervisory or managerial position; commitment to the needs of high school aged students; excellent ability to supervise and communicate; responsibility and self-motivation in work; strong organizational skills; attention to detail; flexibility in style; arts background a plus - performing experience in music, dance or theatre is desirable. Willingness to obtain a California driver license and drive campus vehicles for work purposes. Must have the ability to lift heavy objects and perform light maintenance duties.

DATES & PAY

Youth Dean works from May 30 - August 7 with meals and housing included. Summer staff members are classified as employees by the IRS and the State of California so federal and state taxes are withheld from all paychecks.

QUESTIONS?
Contact Megan McIntyre
Summer Program
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GENERAL RESPONSIBILITIES

Reporting to the Youth Dean of Students, Youth Counselors are responsible for providing a healthy and enjoyable summer experience for students ages 13-18, while also maintaining the safety and integrity of Idyllwild Arts and its campus by assisting in day-to-day campus duties, such as setting up or rearranging a classroom, preparing a concert, or raking the campus to keep it safe from fire. Counselors are responsible for making certain their assigned campers are present at all meals, all classes, and are active in afternoon and evening activities when able. They are also to ensure that their campers are safely in their dorms each night at curfew. A Youth Counselor must be able to maintain a supportive yet disciplined environment for the campers, ensuring their safety and happiness while attending Idyllwild Arts Summer Program. Those who are best suited for this position are self-starters, good listeners, inventive, quick on their feet, able to strike the proper balance between friendship and discipline, and, most importantly, are a team player.

SPECIFIC DUTIES

1. Implement and enforce all Summer Program rules and regulations, while providing a positive environment for students. Communicate behavior problems to the Dean and assist in positive resolution.
2. Carry out assigned duties which may include pool duty, stage crew assistance, ushering at programs, facilities preparation, piano moving, bed moving, specific workshop assistance, mopping dance floors, etc.
3. Attend daily Counselor meetings to plan student activities and duty assignments. Meet periodically to discuss problems, concerns, discipline and rewards.
4. Plan, organize and supervise all out-of-class time for residential students, including weekend recreational activities.
5. Organize dormitory to allow for safe, healthy living and a positive atmosphere for growth.
6. Planning and leading hall bonding activities. Be active while on-duty – socialize with, eat meals with, and engage with students at events, be a presence in common spaces.
7. Monitor campus and classroom safety, report to lead staff.
8. Supervise sleeping hours for students (on Lead Counselor's days off)
9. Driving duties of campus vehicles which may include driving on-campus errands, town runs, evacuation drills, or student field trips.
10. Other duties as may be assigned by the Dean and the Assistant Director of Programs.

QUALIFICATIONS

High school graduate, with at least one year of college, at least one year of experience as a counselor in a residential camp setting with children ages 13-18 and a strong desire to work with children of this age group. Positive, flexible person with excellent ability to communicate. Arts, crafts, and performing experience in music, dance or theatre is desirable. Willingness to obtain a California driver license and drive campus vehicles for work purposes. Must have the ability to lift heavy objects and perform light maintenance duties.

DATES & PAY

Youth Counselors work from June 3 – August 7 with meals and housing included. Summer staff members are classified as employees by the IRS and the State of California so federal and state taxes are withheld from all paychecks.

QUESTIONS?

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GENERAL RESPONSIBILITIES

Reporting to the Youth Dean of Students, Lead Counselors are responsible for assisting the Dean execute his/her duties, while also completing all the responsibilities of Counselor, plus more. They are responsible for providing a healthy and enjoyable summer experience for students ages 13-18, while also maintaining the safety and integrity of Idyllwild Arts and its campus by assisting in day-to-day campus duties, such as setting up or rearranging a classroom, preparing a concert, or raking the campus to keep it safe from fire. Lead Counselors are responsible for making certain their assigned campers are present at all meals, all classes, and are active in afternoon and evening activities when able. They are also to ensure that their campers are safely in their dorms each night at curfew. A Lead Counselor must be able to maintain a supportive yet disciplined environment for the campers. Those who are best suited for this position are experienced counselors, good leaders, highly communicative, inventive, quick on their feet, and, most importantly, are a team player. During Family Week, staff may serve as assistant arts instructors for daytime activities, and as entertainers and activity leaders for evening activities. There is no residential responsibility during Family Week. Lead Counselors will serve as Dorm Sleeper supervision 6 nights per week.

SPECIFIC DUTIES

1. Direct assistant to the Dean. Will serve as Dean when the Dean is on their day off.
2. Serve as Dorm Sleeper supervision 6 nights per week. Supervise sleeping hours for students. Comfortable working a 6-day/24 Hour on call work week.
3. Implement and enforce all Summer Program rules and regulations, while providing a positive environment for students. Communicate behavior problems to the Dean and assist in positive resolution.
4. Carry out assigned duties which may include, but are not limited to - pool duty, stage crew assistance, ushering at programs, facilities preparation, piano moving, bed moving, specific workshop assistance, mopping dance floors, etc.
5. Attend daily Counselor meetings to plan student activities and duty assignments. Meet periodically to discuss problems, concerns, discipline and rewards.
6. Assign and oversee execution of all out-of-class time for residential students, including weekend recreational activities.
7. Organize dormitory to allow for safe, healthy living and a positive atmosphere for growth.
8. Plan counselor bonding activities throughout the duration of summer. Also, ensuring counselors are planning and leading hall bonding activities with their students. Be a counselor example— socialize with, eat meals with, and engage with students at events, be a presence in common spaces.
9. Monitor campus and classroom safety, report to lead staff.
10. Driving duties of campus vehicles which may include driving on-campus errands, town runs, evacuation drills, or student field trips.
11. Other duties as may be assigned by the Dean and the Assistant Director of Programs.

QUALIFICATIONS

High school graduate, with at least one year of college, at least two years of experience as a counselor in a residential camp setting with children ages 13-18, and a strong desire to work with children of this age group. Positive, flexible person with excellent ability to communicate. Arts, crafts, and performing experience in music, dance or theatre is desirable. Willingness to obtain a California driver license and drive campus vehicles for work purposes. Must have the ability to lift heavy objects and perform light maintenance duties.

DATES & PAY

Youth Lead Counselors work from May 30–August 7 with meals and housing included. Summer staff members are classified as employees by the IRS and the State of California so federal and state taxes are withheld from all paychecks.

QUESTIONS?
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Summer Program
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GENERAL RESPONSIBILITIES

The Lifeguards report to the Assistant Director of the Summer Program and are responsible for providing a healthy and enjoyable summer experience for patrons of the Idyllwild Arts Swimming Pool. Lifeguards are responsible for pool maintenance, pool safety, and pool operations during the Idyllwild Arts Summer Program. Lifeguards must be able to maintain a supportive yet disciplined environment for the patrons and campers, ensuring their safety and happiness while attending Idyllwild Arts Swimming Pool. Those who are best suited for this position are reliable and dependable, self-starters, good communicators, inventive, quick on their feet, able to strike the proper balance between fun and discipline, and, most importantly, are a team player.

SPECIFIC DUTIES

1. Implement and enforce all pool rules and regulations regarding swimmer safety and courtesy.
2. Foster a pleasant environment for swimmers' enjoyment.
3. In cooperation with the physical plant staff, maintain the pool pumping, heating and filtration systems on a regularly scheduled basis.
4. In compliance with Riverside County Health Department regulations, maintain a proper balance of chemicals in the water to ensure swimmers' health and safety.
5. Clean and maintain the pool deck, dressing rooms, bathrooms and grounds daily to promote a safe and pleasant swimming environment.
6. Monitor sign-in sheet for the pool – keep track of associates, staff, faculty, and student use.
7. Supervise school related pool activities such as pool parties, games and competitions.
8. Driving duties of campus vehicles which may include driving on-campus errands, town runs, evacuation drills, or student field trips.
9. Other duties as assigned by the Assistant Director of the Summer Program and Pool Manager.

QUALIFICATIONS

Advanced lifesaving and first aid required. Experience in a camp or public pool preferred; self-motivated, energetic and responsible individuals only. Must have the ability to lift heavy objects and perform maintenance duties.

Please Note: Photo copies of current certification in CPR and Lifeguard Skills required with application submission.

DATES & PAY

Lifeguards work from May 30–August 17 with meals and housing included. Summer staff members are classified as employees by the IRS and the State of California so federal and state taxes are withheld from all paychecks.

QUESTIONS?
Contact Megan McIntyre
Summer Program
951.659.2171 x2369
meganm@idyllwildarts.org

GENERAL RESPONSIBILITIES

Reporting to the Assistant Director of the Summer Program, the Technical Director is responsible for maintaining all performance spaces for events of the Summer Program. The Technical Director works closely with, trains and supervises all Tech Theater and Production Staff, including two (2) Assistant Technical Directors, one (1) Scenographer, and oversees five (5) Tech Assistants.

SPECIFIC DUTIES

1. Maintain theater and performance spaces for daily use in rehearsals, performances and activities of the Summer Program. Prep and resurface, if necessary, all outdoor dance studios and performance spaces.
2. Manage Stage Crew and Board Operators for all concerts, recitals, performances, lectures and other activities presented in the various venues on campus.
3. Train, direct and supervise the Technical Directors, Scenographer, and Tech Assistants for all Installs, Run-of-Shows, and Strikes throughout Summer Program.
4. Supervise the installation, operation, maintenance, and strike of all campus technical equipment, including lighting, sound and projection.
5. Coordinate with summer faculty for program needs and requirements including rehearsal set-up, tech rehearsals, performances, and strike.
6. Provide audio/video recording for events as requested by Assistant Director of the Summer Program.
7. Attend daily operations meetings to plan and discuss upcoming events and activities.
8. Maintain Performance/Rehearsal stock of chairs, music stands, and pianos in the Lowman Concert Hall, IAF Theater, Stephens Recital Hall and Rush Hall.
9. Maintain inventory of all theater stock including lamps, instruments, cable, microphones, audio-visual equipment, music stands, and tools at the beginning and end of the Summer Program.
10. Maintain Scene Shop, tool inventory, manage Theatre Scenery/Props Stock.
11. Maintain accurate records of all expenditures made for theater supplies and repairs.
12. Driving duties of campus vehicles which may include driving on-campus errands, town runs, evacuation drills, or student field trips.
13. Other duties as may be assigned by the Assistant Director of the Summer Program.

QUALIFICATIONS

College graduate; 3 or more years of experience in a summer stock or repertory theatre festival; extensive theater tech background; commitment to the needs of children; responsibility and self-motivation in work; attention to detail; flexibility in style; sensitivity to the needs of performing artists. Positive, flexible person with the ability to communicate effectively. Willingness to obtain a California driver's license and drive campus vehicles for work purposes. Must have the ability to concentrate on multiple simultaneous tasks in a fast-paced, often hectic environment. Congeniality and the ability to work independently along with a team-oriented approach is necessary. Must have the ability to lift heavy objects and perform light maintenance duties.

DATES & PAY

The Technical Director work from May 30 - August 7 with meals and housing included. Summer staff members are classified as employees by the IRS and the State of California so federal and state taxes are withheld from all paychecks

QUESTIONS?
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GENERAL RESPONSIBILITIES

Reporting to the Summer Technical Director, the Assistant Technical Directors work closely with the Summer Technical Director and Summer Theatre Faculty in staging performances/exhibitions during the Idyllwild Arts Summer Program. The Assistant Technical Directors will work with, train and manage five (5) Production Technicians to build, install and strike scenery, orchestra and other program resources throughout the summer.

SPECIFIC DUTIES

1. Work closely with professional faculty and staff on all scenery, prop and tech production needs for Theatre Programs.
2. Responsible for production builds, installs, run-of-shows, and strikes throughout Summer Program, including scenery and prop construction and orchestra set-ups.
3. Assist Summer Technical Director with installation, operation and maintenance of all campus tech equipment, including sound, lighting, and projection equipment.
4. Assist Summer Technical Director in supervising Stage Crew and Board Operators for all campus performances during the Summer Program.
5. Coordinate with summer faculty for program needs and requirements including rehearsal set-up, tech rehearsals, performances, and strikes.
6. Maintain, distribute, set-up, collect, and repair all campus sound and lighting equipment.
7. Maintain inventory of all theater stock including lamps, instruments, cable, microphones, audio-visual equipment, music stands, and tools at the beginning and end of the Summer Program.
8. Maintain Scene Shop, tool inventory, manage Theatre Scenery/Props Stock.
9. Maintain accurate records of all expenditures made for theater supplies and repairs.
10. Driving duties of campus vehicles which may include driving on-campus errands, town runs, evacuation drills, or student field trips.
11. Other duties assigned by the Summer Technical Director and Theatre Faculty.

QUALIFICATIONS

High school graduate with at least two (2) years of college. Theatre major with experience in technical theater, and especially set construction, required. At least one year of experience in summer stock theatre, or a residential camp setting with children ages 9–18 is preferable, and a strong desire to work with children of this age group. Positive, flexible person with the ability to communicate effectively. Willingness to obtain a California driver's license and drive campus vehicles for work purposes. Must have the ability to concentrate on multiple simultaneous tasks in a fast-paced, often hectic environment. Flexibility, congeniality and the ability to work independently along with a team-oriented approach is necessary. Must have the ability to lift heavy objects and perform light maintenance duties.

DATES & PAY

Assistant Technical Director works from June 3–August 7 with meals and housing included. Summer staff members are classified as employees by the IRS and the State of California so federal and state taxes are withheld from all paychecks.

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Summer Program
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GENERAL RESPONSIBILITIES

Reporting to the Summer Technical Director and Assistant Technical Directors, the Production Tech Assistants are responsible for maintaining performance and rehearsal spaces for the Summer Program, and assisting in the builds, installations, Run-of-Shows, and strikes for the Summer Program.

SPECIFIC DUTIES

1. Prep and Maintain classrooms and performance spaces for daily use in rehearsals, performances and activities of the Summer Program. Prep and resurface, if necessary, all outdoor dance studios and performance spaces used by the Summer Program.
2. Serve as Stage Crew or Board Operators for all concerts, recitals, performances, lectures and other activities presented in the various venues on campus.
3. Assist with small repair and maintenance projects in Children's Center and Junior Players Theater.
4. Assist with all Installs, run-of-shows, and strikes for events and activities throughout Summer Program.
5. Maintain, distribute, set-up, collect, and repair all campus sound and lighting equipment.
6. Provide audio/video recording for events as requested by the Technical Director.
7. Maintain Performance/Rehearsal stock of chairs, music stands, and pianos in the Lowman Concert Hall, IAF Theater, Stephens Recital Hall and Rush Hall.
8. Maintain inventory of all theater stock including lamps, instruments, cable, microphones, audio-visual equipment, music stands, and tools at the beginning and end of the Summer Program.
9. Maintain Scene Shop, tool inventory, maintain Theatre Scenery/Props Stock.
10. Maintain accurate records of all expenditures made for theater supplies and repairs.
11. Driving duties of campus vehicles which may include driving on-campus errands, town runs, evacuation drills, or student field trips.
12. Other duties as may be assigned by the Summer Technical Director or Assistant Technical Directors.

QUALIFICATIONS

High School graduate; with at least one year of college; experience in a summer arts school/festival; theater tech background; commitment to the needs of children; responsibility and self-motivation in work; attention to detail; flexibility in style; sensitivity to the needs of performing artists. Positive, flexible person with the ability to communicate effectively. Willingness to obtain a California driver's license and drive campus vehicles for work purposes. Must have the ability to concentrate on multiple simultaneous tasks in a fast-paced, often hectic environment. Flexibility, congeniality and the ability to work independently along with a team-oriented approach is necessary. Must have the ability to lift heavy objects and perform light maintenance duties.

PAY

Tech Assistants work June 3–August 7 with meals and housing included. Summer staff members are classified as employees by the IRS and the State of California so federal and state taxes are withheld from all paychecks.

QUESTIONS?
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meganm@idyllwildarts.org

GENERAL RESPONSIBILITIES

Reporting to the Summer Technical Director, the Scenographer works with Children's Center and Youth Theatre Faculty in designing and staging performances/exhibitions in Children's Center and Youth Theatre Programs at Idyllwild Arts Summer Program.

SPECIFIC DUTIES

1. Work closely with the Assistant Technical Directors and professional faculty and staff on all scenery, props and tech production needs for Children's Center and Youth Theatre Programs.
2. Assists with production builds, installs, run-of-shows, and strikes throughout Summer Program, primarily scenery and prop fabrication.
3. Assists with install, operation and maintenance of scenery and props in Children's Center and Junior Players' Theater.
4. Serve as Board Operators for all tech rehearsals and performances presented in the Junior Player's Theater.
5. Coordinate with summer faculty for production needs, scenery and prop requirements for rehearsals, tech rehearsals, and performances.
6. Fabricate, maintain, and distribute props and scenery for Children's Center and Youth Theatre Programs.
7. Maintain inventory of all theatre stock props and scenery at the beginning and end of the Summer Program.
8. Maintain Scene Shop paint supplies and tools used for fabrication.
9. Maintain accurate records of all expenditures made for theater supplies and repairs.
10. Driving duties of campus vehicles which may include driving on-campus errands, town runs, evacuation drills, or student field trips.
11. Other duties assigned by the Summer Technical Director, and Theatre Faculty.

QUALIFICATIONS

High School graduate; with at least Three (3) years of College; Two (2) or more years of experience in a summer arts school/festival; extensive theater tech background; commitment to the needs of children; responsibility and self-motivation in work; attention to detail; flexibility in style; sensitivity to the needs of performing artists. Positive, flexible person with the ability to communicate effectively. Willingness to obtain a California driver's license and drive campus vehicles for work purposes. Must have the ability to concentrate on multiple simultaneous tasks in a fast-paced, often hectic environment. Flexibility, congeniality and the ability to work independently along with a team-oriented approach is necessary. Must have the ability to lift heavy objects and perform light maintenance duties.

PAY

The Scenographer works June 3–August 7 with meals and housing included. Summer Staff members are classified as employees by the IRS and the State of California so federal and state taxes are withheld from all paychecks.

QUESTIONS?
Contact Megan McIntyre
Summer Program
951.659.2171 x2369
meganm@idyllwildarts.org

GENERAL RESPONSIBILITIES

Reporting to the Director of the Children's Center, the Administrative Assistant, assists in the coordination and execution of the day-to-day operation of Children's Center. Before and during Family Camp the Administrative Assistant will assist the Children's Center Director in the preparation of Children's Center for the summer. Those who are best suited for this position have great initiative, advanced communication skills, are highly organized, inventive, quick on their feet, able to juggle multiple projects, and have a positive attitude.

SPECIFIC DUTIES

1. Serve as the customer service representative of the Children's Center Office. Various administrative office duties including answering phones, recording messages, filing, copying, word processing, etc.
2. Assist with Children's Center faculty orientations.
3. Help maintain supply inventory, order/pick-up supplies and other budgeted items as needed.
4. Prepare and maintain art studios. Assist in preparations for student exhibitions/culminations. Create and print all Children's Center and Junior Artist Culmination Programs.
5. Assume selected responsibilities when the Director of Children's Center is off duty.
6. Driving duties of campus vehicles which may include driving on-campus errands, town runs, evacuation drills, or student field trips.
7. Other duties assigned by the Director of the Children's Center and Director of the Summer Program.

QUALIFICATIONS

High school graduate with at least three years of college. Must have the ability to concentrate on multiple simultaneous tasks in a fast-paced, often hectic environment. Flexibility, congeniality and the ability to work independently along with a team-oriented approach is necessary. Familiarity with the Macintosh operating system, word processing and desktop publishing experience is a plus. Must have the ability to lift heavy objects and perform light maintenance duties. Possess a strong desire to work with children ages 5-13. Experience working in varied media such as painting, drawing, ceramics, photography, sculpture, printmaking, and an understanding of the materials used within each discipline is a plus. Willingness to obtain a California driver license and drive campus vehicles for work purposes.

PAY

The Children's Center Administrative Assistant works June 3–August 7 with meals and housing included. Summer staff members are classified as employees by the IRS and the State of California so federal and state taxes are withheld from all paychecks.

QUESTIONS?
Contact Megan McIntyre
Summer Program
951.659.2171 x2369
meganm@idyllwildarts.org

GENERAL RESPONSIBILITIES

Reporting to the Assistant Director of the Summer Program, Teaching Assistants - Visual Arts, work with the professional faculty members in the teaching of Youth Visual Arts courses during the six-week Idyllwild Arts Summer Program. During Family Camp, Teaching Assistants may serve as instructors in visual arts classes. Teaching Assistant positions are available for **Ceramics** and **Painting & Drawing**.

SPECIFIC DUTIES

1. Participate in staff orientation and summer set-up duties.
2. Clean, paint, set up art studios before classes begin. Inventory equipment and supplies.
3. Set up chairs, tables, easels, presses, wheels, and other items necessary for art classes.
4. Maintain studios on a daily basis including sweeping and trash removal.
5. Assist professional faculty in teaching of Youth Painting & Drawing, and Youth Ceramics.
Maintain studio hours when faculty has departed for the day.
6. Assist in preparations for bi-weekly student exhibitions and for weekly gallery openings.
7. Manage the packaging and shipment of student work.
8. Assist with Adult Art Center workshops – not limited to lectures, set ups, gallery openings, and more.
9. Driving duties of campus vehicles which may include driving on-campus errands, town runs, evacuation drills, or student field trips.
10. Other duties assigned by the Assistant Director, Director of Adult Arts Center, or faculty member.

QUALIFICATIONS

High school graduate with at least three years of college, visual arts major and active participant, experience working and teaching in varied media such as painting/drawing, ceramics, photography, sculpture, batik, jewelry, silk screening, collage, or fibers/papermaking. Positive, flexible person with the ability to communicate effectively. Willingness to obtain a California driver license and drive campus vehicles for work purposes. Must have the ability to concentrate on multiple simultaneous tasks in a fast-paced, often hectic environment. Flexibility, congeniality and the ability to work independently along with a team-oriented approach is necessary. Must have the ability to lift heavy objects and perform light maintenance duties.

Please Note: Applicants with formal teaching experience are preferred.

PAY

Teaching Assistants work June 3 – August 7 with meals and housing included. Summer staff members are classified as employees by the IRS and the State of California so federal and state taxes are withheld from all paychecks.

QUESTIONS?
Contact Megan McIntyre
Summer Program
951.659.2171 x2369
meganm@idyllwildarts.org

GENERAL RESPONSIBILITIES

Reporting to the Assistant Director of the Summer Program and the Idyllwild Arts Marketing Department, the Campus Photographer shoots all daily summer camp activities. The photographer is responsible for shooting, editing, and storing all photos. The main focus of the photographer is to create images suitable for use in marketing materials – website, catalog, and print advertising. During Family Week the photographer must capture each participant multiple times and using those photos will create a Family Week culmination slide show to present. The slide show will then be transferred to DVD and sent to families. Those who are best suited for this position have great initiative, advanced communication skills, are highly organized, creative, quick on their feet, able to juggle multiple projects, and have a positive attitude.

SPECIFIC DUTIES

1. Document through photography all Summer Program classes and performances. These include Adult, Native American, Teens and Kids workshops, lectures, and other events.
2. Edit photos as needed utilizing Photoshop and digital photo printer.
3. Work with Summer Administrative Assistant to catalog and organize all photos.
4. Organize and maintain summer image archives and back-up to CD/DVD/HD.
5. Meets regularly with Assistant Director of the Summer Program to discuss photo needs and to review captured content.
6. Prior to the start of Adult programs, the Photographer will assist summer staff with Idyllwild Arts campus set ups - such as retrieving supplies from storage, setting up or rearranging classrooms, preparing a concert venue, or raking the campus to keep it safe from fire.
7. Other duties assigned by the Assistant Director of the Summer Program.

QUALIFICATIONS

High School graduate; with at least one year of college, (photography, photojournalism or visual arts major), with significant journalistic/photographic experience. Expert ability in the use of digital SLR equipment and lenses (Canon preferred). **MUST have own camera and computer to shoot and edit.** Familiarity with Macintosh computers and software (Photoshop & Bridge or Light- room) required. Must be extremely flexible regarding schedule and highly efficient due to high volume of work. Ability to work independently and excellent interpersonal skills are a must. Must have the ability to lift heavy objects and perform light maintenance duties.

Please Note: Portfolio (digital-CD, DVD or via web) required with application submission.

PAY

The Campus Photographer works June 3–August 7 with meals and housing included. Summer staff members are classified as employees by the IRS and the State of California so federal and state taxes are withheld from all paychecks.

QUESTIONS?
Contact Megan McIntyre
Summer Program
951.659.2171 x2369
meganm@idyllwildarts.org

GENERAL RESPONSIBILITIES

The Summer Program Administrative Assistant is responsible for assisting in the coordination and execution of the day-to-day operation of the Idyllwild Arts Summer Program. Reporting to the Assistant Director of the Summer Program, the Administrative Assistant interacts daily with the faculty, staff and students to help ensure that the logistical and organizational demands of the Summer Program are met in a timely and efficient manner.

SPECIFIC DUTIES

1. Greet visitors and direct to appropriate personnel/offices.
2. Answer telephone, provide information, and route calls to appropriate personnel/offices.
3. Coordinate the production of programs for all summer performances and exhibitions including gathering of information from appropriate faculty members; computer input of program information; layout and editing of program content; photocopying of programs; folding of programs; and distribution of programs to the ushering staff.
4. Coordinate the production and distribution of all informational material from the Summer Program office including but not limited to *This Week On Campus*, audition information, rehearsal schedules, announcements, and memoranda to faculty and staff.
5. Assign and label mailboxes on a weekly basis to reflect incoming and departing faculty and staff members.
6. Work with Photographer to collect and arrange edited photos for use in web, social media, and catalog production.
7. Assume selected responsibilities when the Assistant Director of the Summer Program is off duty.
8. Assist with registration process for kids, teens and adult programs.
9. Driving duties of campus vehicles which may include driving on-campus errands, town runs, evacuation drills, or student field trips.
10. Other duties as assigned by the Assistant Director of the Summer Program.

QUALIFICATIONS

High school graduate with at least three years of college. Must have the ability to concentrate on multiple simultaneous tasks in a fast-paced, often hectic environment. Flexibility, congeniality and the ability to work independently along with a team-oriented approach is necessary. Familiarity with the Macintosh operating system, word processing and desktop publishing experience is a plus. Must have the ability to lift heavy objects and perform light maintenance duties. Possess a strong desire to work with children ages 5-13. Experience working in varied media such as painting, drawing, ceramics, photography, sculpture, printmaking, and an understanding of the materials used within each discipline is a plus. Willingness to obtain a California driver license and drive campus vehicles for work purposes.

PAY

The Administrative Assistant works June 3–August 7 with meals and housing included. Summer Staff members are classified as employees by the IRS and the State of California so federal and state taxes are withheld from all paychecks.

QUESTIONS?
Contact Megan McIntyre
Summer Program
951.659.2171 x2369
meganm@idyllwildarts.org

GENERAL RESPONSIBILITIES

Reporting to the Assistant Director of the Summer Program and the Director of the Adult Arts Center when applicable, the Jewelry Lab Technician will work with professional faculty members, and will be responsible for all aspects of organization, setup and maintenance of the jewelry labs and all equipment and supplies during the Idyllwild Arts Summer Program.

SPECIFIC DUTIES

1. Order supplies - each instructor has different equipment and supply requirements.
2. Move equipment to labs and other classrooms; return equipment to storage at the end of the summer. Maintain inventory.
3. Setup of jewelry labs including, but not limited to workstations, shared equipment, soldering tables, buffing wheels, etc.
4. Maintain labs and equipment on a daily basis including cleaning of buffing machines, soldering stations, trash removal.
5. Prepare, cut and distribute silver and stones daily as needed; record student purchases; collect payment at week's end; process payments collected.
6. Maintain, update and organize master inventory list of supplies, equipment, silver; prepare final inventory and safely store all items at summer's end.
7. Assist with teaching as needed per instructor.
8. Anticipate needs of upcoming jewelry classes.
9. Oversee evening open studio hours.
10. Ensure that studio is locked and secure when class is not in session.
11. Schedule and oversee weekly housekeeping appointments in main lab.
12. Other duties assigned by the Assistant Director, Director of the Adult Arts Center or faculty member.

QUALIFICATIONS

High school graduate with at least three years of college preferred. Must have experience in metalsmithing (lapidary work desirable), and must have knowledge of tools and equipment, as well as their maintenance; safe use and handling of all tools, equipment, compounds, etc., used in metalsmithing. Must be an active problem solver, working well with a variety of teachers and students-both adult and youth. Must have the ability to lift heavy objects and perform light maintenance duties.

PAY

The Jewelry Lab Technician works May 30 – August 7 with meals and housing included. Summer staff members are classified as employees by the IRS and the State of California so federal and state taxes are withheld from all paychecks.

QUESTIONS?
Contact Megan McIntyre
Summer Program
951.659.2171 x2369
meganm@idyllwildarts.org

GENERAL RESPONSIBILITIES

Reporting to the Director of the Adult Arts Center, the Adult Program Coordinator will work with professional faculty members in the adult program, and will be responsible for all aspects of organization, setup and maintenance of studios and all equipment and supplies. The goal of the coordinator is to ensure the smooth and efficient operation of all classes and activities, and to ensure the satisfaction and comfort of students and faculty members.

SPECIFIC DUTIES

1. Clean art studios before classes begin.
2. Set up chairs, tables, easels, presses, AV equipment, and other items necessary for art classes.
3. Communicate with faculty about set up needs, enrollment, and order supplies as necessary.
4. Greet incoming faculty and assist them with classroom location and keys.
5. Maintain studios on a daily basis including sweeping and trash removal.
6. Process departmental paperwork for the accounting office.
7. Submit requests for van use, catering, and housekeeping needs.
8. Visit classes at least twice each day to assist with any faculty needs.
9. Photograph classes, compile online photo library and send link to students
10. Set up and assist faculty for weekly student culmination exhibits.
11. Oversee evening open studio hours and faculty lectures.
12. Handout, collect, and tally student surveys.
13. Inventory, pack and store supplies at the conclusion of each workshop.
14. Other duties assigned by the Assistant Director, Director of the Adult Arts Center and/or faculty member.

QUALIFICATIONS

High school graduate with at least two years of college. Must have strong organizational skills, and should be responsible, hardworking, self-motivated and have the ability to work well with a variety of people including students, faculty and other staff members. Promptness, attention to detail and deadlines, and the ability to work quickly under pressure with little supervision are essential. Experience with public program implementation preferred. Computer skills necessary including word processing, data bases, use of Internet. Visual arts major and active participant, experience working and teaching in varied media such as painting/drawing, ceramics, sculpture is a plus. Excellent physical condition necessary. Must have the ability to lift and carry heavy objects and studio equipment, and perform light maintenance duties.

PAY

The Adult Program Coordinator works May 30 – July 12 with meals and housing included. Summer staff members are classified as employees by the IRS and the State of California so federal and state taxes are withheld from all paychecks.

QUESTIONS?
Contact Megan McIntyre
Summer Program
951.659.2171 x2369
meganm@idyllwildarts.org

GENERAL RESPONSIBILITIES

The Native American Arts Coordinator reports to the Director of the Adult Arts Center and manages the daily operation of the Native American Arts courses. The goal of the Coordinator is to ensure the smooth and efficient operation of all classes and activities and the satisfaction and comfort of students and faculty members.

SPECIFIC DUTIES

1. Set up classrooms including equipment, supplies, tables and chairs.
2. Inventory on a weekly basis all class equipment and supplies.
3. Greet incoming faculty and assist them with classroom location and keys.
4. Prepare and purchase materials and supplies, correspond with faculty prior to class.
5. Process departmental paperwork for the accounting office.
6. Submit requests for van use, catering, and housekeeping needs.
7. Assist the Parks Exhibition Center Manager as needed during weekly opening receptions.
8. Visit classes at least twice each day to assist with any faculty needs.
9. Photograph classes, compile online photo library and send link to students.
10. Build supplies and equipment as needed including weaving looms, etc.
11. Assist faculty as needed at pottery firings.
12. Troubleshoot as needed for students and faculty.
13. Collect and process supply charges at the conclusion of weaving classes.
14. Assist with Native American Arts Festival lectures and demonstrations.
15. Other duties as assigned by the Director of the Adult Arts Center or Assistant Director of Programs.

QUALIFICATIONS

High school graduate with at least two years of college. The candidate must have strong organizational skills, and should be responsible, hardworking, self-motivated and have the ability to work well with a variety of people including students, faculty and other staff members. Promptness, attention to detail and deadlines, and the ability to work quickly under pressure with little supervision are essential. Experience with public program implementation preferred. Visual arts major and active participant, experience working and teaching in varied media such as painting/drawing, ceramics, sculpture is a plus. Computer skills necessary including word processing, data bases, use of Internet. Excellent physical condition necessary. Must have the ability to lift and carry heavy objects and studio equipment, and perform light maintenance duties.

PAY

The Native American Arts Coordinator works May 30 – July 12 with meals and housing included. Summer staff members are classified as employees by the IRS and the State of California so federal and state taxes are withheld from all paychecks.

QUESTIONS?
Contact Megan McIntyre
Summer Program
951.659.2171 x2369
meganm@idyllwildarts.org

GENERAL RESPONSIBILITIES

The Adult Program Assistant reports to the Director of the Adult Arts Center, and assists the Native American Arts & Adult Program Coordinators in the management of the daily operation of the Native Arts courses and other Adult Arts Center courses as needed. The goal of the Assistant is to ensure the smooth and efficient operation of all classes and activities and the satisfaction and comfort of students and faculty members.

SPECIFIC DUTIES

1. Assist in the following activities for the Native Arts & Adult Arts Centers: setup classrooms including equipment, supplies, tables and chairs; inventory on a weekly basis all class equipment and supplies; greet incoming faculty and assist them with classroom location and keys; prepare materials and supplies; process departmental paperwork for the accounting office; submit requests for van use, catering, and housekeeping needs; collect and process supply charges at the conclusion of jewelry and weaving classes; facilitate student exhibits at the end of each session.
2. Visit classes at least twice each day to assist with any faculty needs.
3. Assist faculty as needed and attend all Native American Arts pottery firings.
4. Solve problems as needed for students and faculty.
5. Photograph classes, compile online photo library and send link to students.
6. Prepare certificates for all Native American Arts participants.
7. Assist the Parks Exhibition Center Manager with sales as needed at weekly opening receptions.
8. Other duties as assigned by the Native American Arts Coordinator, Adult Program Coordinator, Director of the Adult Arts Center or Assistant Director of Programs.

QUALIFICATIONS

High School graduate; with at least one year of college. The candidate must have strong organizational skills, and should be responsible, hardworking, self-motivated and have the ability to work well with a variety of people including students, faculty and other staff members. Promptness, attention to detail and deadlines, and the ability to work quickly under pressure with little supervision are essential. Excellent physical condition required. Computer skills necessary including word processing, data bases, use of Internet. Must have the ability to lift and carry heavy objects and studio equipment, and perform light maintenance duties.

PAY

The Adult Program Assistant works May 30 – July 12 with meals and housing included. Summer staff members are classified as employees by the IRS and the State of California so federal and state taxes are withheld from all paychecks.

QUESTIONS?
Contact Megan McIntyre
Summer Program
951.659.2171 x2369
meganm@idyllwildarts.org

GENERAL RESPONSIBILITIES

The Parks Exhibition Center Assistant will report to and work with the Parks Exhibition Center Manager, assisting in all aspects of the Exhibition Center operations. The Manager and Assistant work to educate visitors about the faculty and Native American art that is exhibited during the Summer Program, and to support the faculty artists through sales of their work.

SPECIFIC DUTIES

1. Assist with the installation of weekly gallery exhibitions.
2. Be present at the gallery during business hours. Greet visitors, be knowledgeable about artwork on display and assist with all inquiries, and make sales.
3. Assist in coordinating with visiting artists all incoming and outgoing consignments.
4. Adjust gallery installation as items are sold or returned.
5. Order supplies and equipment.
6. Clean jewelry cases daily and maintain jewelry and book displays.
7. Secure and lock the gallery and display cases after business hours.
8. Assist in recording and tracking sales, and with inventory, consignments, receipts, check requests and deposits.
9. Assist in coordinating and hosting lectures, demonstrations, receptions and all gallery events. This includes sales, catering, housekeeping requests and wine inventory before and during events.
10. Other duties as assigned by the Parks Exhibition Center Manager and Director of the Adult Arts Center.

QUALIFICATIONS

High School graduate; with at least two years of college. Must have knowledge of various installation procedures for the hanging and display of a wide variety of artwork. Must be proficient in the handling and packing of artwork. Must have excellent customer service skills, previous retail and/or gallery experience preferred. Excellent physical condition necessary. The applicant must have strong organizational skills, should be responsible, hard-working, self-motivated and have the ability to work well with a variety of people including faculty, students, staff and the general public. Computer skills necessary, including word processing, data bases, use of Internet. Must have the ability to lift and carry heavy objects and bulky items, and perform light maintenance duties.

PAY

The Parks Exhibition Center Assistant works June 3 – July 11 with meals and housing included. Summer staff members are classified as employees by the IRS and the State of California so federal and state taxes are withheld from all paychecks.