



THE UMBRELLA<sup>SM</sup>  
ARTS EDUCATION

### **Summer Arts Under the Umbrella Camp**

**Title:** Summer Administration Intern

**Department:** Education

**Effective Date:** Part Time (30 Hours) June, July & August  
Official start date is negotiable

**Reports To:** Education Program Manager

**Pay Rate:** \$15/hour AND/OR Unpaid for School Credit

*Rate will be discussed with applicant and confirmed with individual school requirements*

**Status:** Seasonal Temporary, Non Exempt

The Umbrella Arts Center is seeking a driven and highly energetic individual looking to gain educational / administrative experience at a non-profit arts center for the 2024 summer.

The Summer Administrative Intern will work directly in consultation and collaboration with the Education Program Manager / Summer Camp Director and the primary roles will include supporting the daily behind-the-scenes activities needed to maintain an organized and successful camp week. In addition to assisting with developing, organizing and planning the future programming.

#### **Responsibilities:**

- Assist in maintaining camper files and documentation
- Assist with daily camp procedures and behind-the-scenes aspects of summer camp
- Ensure camp policies are followed and campers, volunteers & staff are safe
- Serve as a positive and fun role model for campers, volunteers and staff
- Assist and organize our weekly summer camp photo slideshows
- Work with our marketing team to develop future advertising methods and advertisements
- Additional other general admin work (such as budgeting, record keeping, etc.)

The Summer Administration Intern will be expected to work Monday - Friday a minimum of 5 hours, with potential for more hours. Hours may vary on specific camp days, but will generally be from 11:30am - 5:00pm.

#### **Qualifications:**

The ideal candidate for Summer Administration Intern will have an interest in gaining experience in an administrative role, passion for the arts and arts education, and experience working with children. Additional qualities of a qualified candidate are:

- General knowledge or interest in youth and youth development

- Interest in planning programs and setting schedules
- Ability to work in a small team environment
- interpersonal, organizational and time management skills.
- Be able to provide documented proof of immunity or vaccination record as mandated by the Massachusetts Department of Public Health and complete the camp's health form and waiver.
- Be certified in CPR / First Aid or be willing to take a CPR / First Aid course provided by The Umbrella
- Pass CORI background checks according to The Umbrella's guidelines

### **How To Apply:**

1. Submit your Resume and Cover Letter stating your interest and relevant experience to: Rebecca Campbell, Education Program Manager, at [rebecca@theumbrellaarts.org](mailto:rebecca@theumbrellaarts.org)
2. Professional references will be required at the time of an interview

**Apply by:** April 1, 2024

### **About This Camp & The Organization:**

Summer Arts Under The Umbrella runs three camp programs designed specifically for children ages 5–14. The Umbrella Arts Camp is the main summer art camp program with Full Day and Half Day camper enrollment. Campers enrolled in this program get to experience multiple art mediums by rotating through a variety of artistic disciplines over the course of the camp week. The Arts & REC is our partnership camp program with Concord Recreation. Campers in this program spend the morning at Concord Recreation and the afternoons at The Umbrella Arts Center. The Umbrella Performing Arts Camp is a two week performing arts specific camp where students develop, write and build their own show, set and costumes. The two week camp culminates in a final main stage performance. Campers in all three programs are grouped relatively by Grade. The camp day runs from 8:30am – 5:00pm Monday-Friday with Full Day & Half-Day Camper Enrollment.

The Umbrella Arts Center is located at 40 Stow Street in downtown Concord, MA. Our mission is to enrich lives and build a vibrant and inclusive community through the arts. We inspire creativity, learning, and personal growth through education, performing and visual arts, cultural events, and community collaborations. Each year we engage, excite, and educate people of all ages - from infants to seniors - in the arts. Our performing arts and events draw thousands to our 344-seat main stage theater and 100-seat black box theater. We present approximately 8 exhibitions per year including curated, juried and non-juried exhibitions and works by local, regional and national artists. And, our community of 50+ artists adds tremendous vitality and inspiration. For more information please visit [www.thrumbrellaarts.org](http://www.thrumbrellaarts.org)