



YMCA CAMP CONISTON

PROGRAM AREA DIRECTOR-DRAMA

JOB DESCRIPTION

Overview:

- Drama consists of two program areas: Drama and Drama for Production.
- Drama meets three times a week and is a fun, drama class with specific activities planned to develop acting skills and encourage friendship development.
- Drama for Production meets three times a week plus extra rehearsals at the discretion of the director, with the goal of putting on a play for the whole camp on the second Thursday of each session.
- This role usually includes being the Coniston Singers Director or Instructor.
- This role requires creativity and responsibility, as well as knowledge of drama games, drama as a craft, and production (including set, lighting, and direction).
- Role model good character, integrity, and adaptability, enthusiasm, sense of humor, patience and self-control.
- The Drama Director (and co-directors) reports to the Summer Directors.

Responsibilities:

- Develop and direct a fun and safe program that teaches campers new skills, helps them refine their old skills, and creates an entertaining production for the rest of camp to watch on the second Thursday of the session.
- Successfully create a drama community, consisting of campers working on the set, lights, crew, and cast of a show, and to mentor and encourage these campers.
- Choose which productions to put on and make final decision together with the Assistant Director or Summer Directors. Productions come from ordering play books, altering movies or stories or creating an original screenplay.
- Be the primary producer of the 4 summer drama shows. Allowing other drama staff to be involved, but remembering that they are in-cabin staff and must balance their other cabin duties and not take on too much of a role that forces them to be removed from cabin duties.
- Supervise the staff in drama and drama for production and to see that each staff member actively participates in leading and teaching campers in an age-appropriate manner.
- Properly care for and store drama equipment, and avoid damaging camp facilities or equipment during the creation of set pieces.
- Hold auditions for the camp production in the first two days of camp, and to announce these auditions sufficiently in advance to the campers.
- Find an accompanists among staff if needed, or get approval for out-of-camp participants.
- Teach campers to encourage and respect each other, and to discourage aggressive competition.
- Make recommendations to supervisors for any changes, additions or modifications of the program, as needed.
- The Drama Production cast and crew skip vespers and eat early in the dining hall. The Director (or co-directors) are responsible for checking in with the Dining Hall Manager the day before to assure food is ready and everything is covered.
- Time the planned production and be sure that it does not exceed the evening program allotted time (traditionally a 30-35 minute show, done twice)
- Remain calm in high stress moments. Theatre production can be unpredictable, and we aim to role model patience and help campers/actors remain patient with each other.

Administrative:

- Provide pre-camp equipment inventory and needs, as well as inform the Summer Directors about any equipment needs during the summer.
- Review past lesson plans and create new ones for the program area binder with resource information updated annually.
- Assure that camper attendance is taken *quickly* at the start of each period and report missing campers to the Program Director with the first 10 minutes of the period start.
- Provide CIT, LIT and STAFF with ongoing verbal assessment and end of summer written evaluations
- Advertise the show to the camp community (posters, announcements, etc.)
- Maintain the lodge bulletin window regarding each production – in a creative and eye catching manner.

Program Area Equipment Maintenance and Safety Checks:

- Make sure equipment is checked on a regular basis for safety, maintained in good repair, and stored in a manner to safeguard effectiveness.
- Make sure equipment is appropriate to the size and ability of the user.
- Make sure equipment has a safety check prior to each use.
- Make sure equipment is removed from service if not in good repair.
- Inspect all equipment for safety and quality before the start of each session. **Record completion of these inspections on the inventory sheet in your program area binder.**

Things to know:

- We try to find a role for everyone who wants to participate based on the try-out attendance (either in the crew, as a set designer, or on stage) When at all possible, the Drama director should choose a show where all campers who audition can have at least a small role (non-speaking) if they choose.
- Every effort should be made to make each session have an exceptional show. That said, the Director should avoid doing only musicals or only non-musicals, so that many campers have an opportunity to participate and witness a variety of theatrical shows.
- Drama show temperature must be cool & airy if in the lodge for audience comfort, meaning doors & windows open.
- Be sure staff and campers are not painting or repurposing camp equipment without permission (everything costs something to replace... don't damage camp property or equipment)
- Do not allow any type of destruction to the hardwood floors in the Lodge. Do not use duct tape anywhere or masking tape on the floors.
- Out of cabin Drama Director(s) must choose their own day off that allows coverage of the program areas. This means that you are not on the traditional cabin counselor day off schedule. You are also scheduled to help with Night Coverage and Rainy Day Programming when needed.