

## **Camp Architecture 2014**

### **Director Job Description**

#### **High School Design Studio**

**Camp Director(s):** To be hired by the Center as an independent contractor (no later than April 15th) to direct the two week-long High School Design Studio portion of Camp Architecture, June 16-27. Programming Coordinators Sarah Bongiorno and Joe Mayer along with representatives from the Center board will be in charge of interviewing and selecting the director. This can either be one individual charged with the hours below or two individuals who split the hours and pay described below. Two Directors are preferable because the High School Design Studio will be organized into two studio sections, and each Director would lead a session. Knowledge of the Knowlton School of Architecture building and facilitates is a prerequisite.

#### *Contract Amount:*

\$3000     10hrs/week for six weeks (May 5 – June 13 = 60 hours of camp prep)  
                 40hrs/week for two weeks (June 16-27 = 80 hours of directing)  
                 20hr/week for one week (June 30 – July 3 = 20 hours wrap up)  
**160 hours total**

#### *Time Commitment:*

Nine-week contract, starting May 5 and ending July 3. In six weeks leading up to camp, director(s) will be required to meet with camp programming coordinator Joe Mayer and the High School Design Studio planning committee on a regular basis. During the two weeks of Camp, the Director(s) are the primary contact for parents and daily leader of all activities and field trips. The Director(s) make sure that camp is adhering to its daily schedule and that all details are coordinated. Camp Director(s) oversee all the counselors and conducts all final coordination with program partners leading up to the camp. Camp Director is also responsible for photographing camp activities and providing those photos to Camp Architecture Committee for future marketing purposes.

#### *Ideal Candidates:*

- Recent graduates or graduate students at KSA in architecture, planning or landscape architecture with GA experience or other youth mentorship experience
- Graduate students in early childhood development or secondary education
- Professionals in architecture, landscape architecture, or planning with teaching and/or mentorship experience at a high school level or above

#### *Roles and Responsibilities:*

On site director for 2 weeks of camp  
Coordinate and purchase all materials and organize materials prior to camp  
Coordinate with camp counselors to complete all pre-camp tasks.  
Conduct orientation / training with camp counselors  
Camp set up and cleanup (before and after each day and before and after the camp)  
Daily camp set up and cleanup (with help from counselors)  
Enact programming as designed and directed by programming coordinator Joe Mayer.  
Please submit resumes to [mail@columbuscfad.org](mailto:mail@columbuscfad.org) by Wednesday, March 19, 2014.