



Camp Encore/Coda
Musical Theater Director Job Description

Desired Qualifications

- Training and experience in musical theater and voice
- Ability to teach children and teens
- Ability to work within the stated time schedule and meet deadlines
- Ability to make rehearsal schedules that will make the best use of time and resources
- Ability to accept guidance and supervision
- Ability to work efficiently while juggling multiple tasks at once
- Integrity, enthusiasm, sense of humor, patience, self-control, ability to adapt to camp setting
- Ability to select appropriate materials
- Ability to work cooperatively with all staff members

Responsible To

- Camp Directors

General Responsibility

- To plan and direct, with the theater team, musical theater productions at camp.
- To be primarily concerned with the health, safety and general welfare of the campers

Specific Responsibilities

- To work with the director of music on the selection of the shows to be produced prior to camp
- To train and lead a team including choreographers, set designers, and assistant directors
- To work with the theater team on editing the shows
- To put together the shows in the allotted rehearsal time in the daily schedule
- To work with the theater team in casting the shows
- To be responsible for the musical preparation of the shows and assist the campers in coordinating their stage movements with singing
- To work with the theater team in the scheduling of rehearsals
- To post the rehearsal schedules on at least a weekly basis
- To make clear to the campers the deadlines and expectations for learning their music
- To discuss in a timely fashion with the camp directors any problems with campers learning their lines or music
- To work with the staff accompanist
- To be mindful that theater is one activity among many that the campers take part in; an attempt to put theater above all activities is detrimental to the campers best interests and disrespectful to other staff.
- These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

COVID Policy

Staff members will need to comply with all guidelines and requirements set by the State of Maine, the US CDC, and Camp Encore/Coda. These guidelines and requirements are constantly evolving and will not be known until the start of camp. They also may change during the camp season. Staff members will need to be flexible, comply with mask-wearing mandates, and be willing to assist with cleaning, supervision of camper hand washing, and other COVID related duties as required.

Essential Functions

- The physical and cognitive ability to communicate and work with groups; to observe camper behavior; to identify and respond to hazards; to organize rehearsals; to evaluate camper performance and make suggestions for improvement
- The cognitive and emotional capabilities to lead campers through the stress of putting on a show in 3 weeks time
- The physical stamina to function in a rural summer camp setting for the term of employment

