



**Arlington Children's Theatre
Vacation Camp Program
Job Description (Director, Stage Manager/Assistant Director, Interns)**

Thank you for applying to work with our young campers! You are an *essential* part of this program. Your role in helping kids have a fantastic vacation experience with theatre cannot be overstated.

ACT Vacation Camp meets at the Masonic Temple at 19 Academy Street in Arlington.

This is a one week camp with the goal of performing a show on the final day of camp (Friday at 4:00 pm).

STAFF ORIENTATION (goals and activities)

When we meet for staff orientation (several weeks before the start of camp), we are going to talk about many things. Think ahead about your personal goals and what activities you think would most help the kids.

- ✓ Brain storm a list of theater games interns can lead in short down times (we will hang this list on the wall to help you remember)
- ✓ Brainstorm a list of active games.
- ✓ Brainstorm a list of warm ups that you particularly enjoy / are useful for you in your performance (tongue twisters, etc.)
- ✓ Write down a goal for yourself for the summer program. What do you want to get out of your time at ACT? Are you hoping to choreograph, direct a scene, help kids with character development, paint, lead games, get experience as a teacher, something else???

THE DAILY SCHEDULE (these times are a guideline for planning purposes only)

Monday

- 8:30am: Staff Meeting at Masonic Temple
9:00am: ACTors arrive, meet and greet, theatre games, warm-ups
9:30am: Brief meeting with ACTors and staff about format of the day and week, including auditions, casting, snack break, lunch, costumes, set, performances
10:00am: Auditions with Director and Assistant Director/Stage Manager (structure to be determined by Director). Theatre games and snacks with Interns for ACTors not auditioning at the moment.
12:00pm: Lunch (Director and Stage Manager/Assistant Director work on casting)
12:45pm: Read through with cast
1:15pm: Theatre games and/or begin blocking
2:00pm: ACTor pick-up

Tuesday and Wednesday

- 10:30am snack
12:00pm lunch
Staff to structure the remainder of each day to accomplish all tasks:
- blocking choreography
 - costumes construction
 - set design
- 2:00pm: ACTor pick-up

Thursday

- 10:30am snack
12:00pm lunch
Staff to structure the remainder of the day to accomplish all tasks:
- sets and costumes complete
 - run through
 - lights installed
- 2:00pm: ACTor pick-up

Friday

- 10:30am snack
12:00pm lunch (Cast Party with cake provided)
Staff to structure the remainder of the day to accomplish all tasks:
- Touch ups
 - Run through
 - Set up audience chairs
- 4:00pm Performance

NOTES

- √ **Materials and supplies list** (paint, flats, props, etc) needs to be given to Matt Lundeen *prior to the first day of Vacation Camp.*
- √ **Bio** info for cast and staff needs to be given to Matt *by Wednesday.*
- √ **Costumes** from ACT can be used, but staff should ask kids to bring in appropriate clothing first. All costume needs should be given to Matt *by end of day Wednesday.*

RESPONSIBILITIES

- Welcome children each day
- Get to know the campers well – learn their strengths, interests, creative ideas, etc.
- Get camper input as much as possible
- Escort children from their parents' cars to the theater space
- Help children get engaged in pre-camp activities
- Help children feel comfortable, included, affirmed and safe
- Help children become friends with other children
- Help children with their roles

Be a Great Role Model:

- Staff needs to model kindness and respect towards one another at all times at camp.
- Clean up any activity that you start. Get kids to clean up any activity that they start (complete clean ups, please avoid the *almost* clean ups!).
- Help campers do daily tasks and think of the tasks as important. (Promote good civics.)
- Keep the stage a sacred space. (Don't goof off on it. Don't eat on it. Only be there when you have a reason to be there.)
- Things to avoid with the children and with other counselors:
 - Teasing, rough housing, tickling
 - Sarcastic instructions
 - Sarcastic anything: Young children are very literal. Sarcasm often just leaves them confused and feeling bad.

Special times:

- Lunch time: Get children ready for lunch and hands washed. Keep track of the children during lunch time (keep them in view). Lead games if there is extra time.
- Costume and craft time: Create a bag for each of your ACTors to put their camp belongings into. Be responsible for getting their costumes back in the costume closet at the end of the show.
- Games and Activities time: Have 3 theater games and 2 art activities ready to lead at any time. The games should include everyone and should promote skills needed in theater and/or life (creativity, focus, team work, etc.). The materials for the games should be ready before the start of each day.

Safety, First Aid and Emergencies:

- ✓ Safety: help keep the kids safe at all times.
- ✓ First Aid: will be on the front desk. If anything happens that needs more than a simple bandaid, please let Matt know immediately.
- ✓ Medical: please pay particular attention to these medical concerns
 - Asthma**
 - Peanut allergies**
- ✓ Food: sit down when you eat and have the campers sit down when they eat as well (to prevent choking). Don't play games that involve catching food with your mouth.
- ✓ Fire: in case of a fire, take the kids immediately outside and turn right towards the Catholic Church. Once there, get the kids in a single file line. We will meet on the church lawn.
- ✓ Street Smarts: be very careful when crossing the street with kids. Keep the line together. Do not cross the street unless everyone is with you and the last person will be able to make it across before the light turns. Be particularly careful of driveways. When walking with young children, we must be extra cautious. Stay alert. *(Two years ago, a car crash took out a lamp post in front of Starbucks while we were away at lunch. Nothing happened and no one was hurt, but we do need to be careful and NOT assume that we have the right of way so everyone will stop for us. Sometimes drivers are out of control.*
- ✓ Bathroom: the bathroom is a public space - i.e. accessible to the public. All campers need to go to the bathroom supervised by a counselor. Just wait outside the bathroom door (in the hallway) for them.
- ✓ Do not be alone with kids. (This is just a general teaching rule. As young teachers, you now have to follow general teaching rules.) If you want to talk to someone privately, take them to the corner of the room.
- ✓ Please let Matt know if you have to leave the Masonic Temple for any reason.

GENERAL CAMP GUIDELINES

If a child is leaving early, please let Matt know. The person picking up the child needs to be on the approved list and needs to sign them out.

If you are sick, need to miss a day, will be late, etc. please let Matt know ASAP! His cell is 949-295-2241. Texts are great.

Matt welcomes comments, feedback, suggestions, etc. The earlier you let him know, the more likely he will be able to incorporate your idea.