



Nicholas A. Colasanto Center  
2704 Mount Vernon Avenue  
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[www.TheDelRayArtisans.org](http://www.TheDelRayArtisans.org)

## 2014 Del Ray Artisans Art Camp Administrator

### Overview

Del Ray Artisans (DRA) is seeking a visionary organizer to plan and manage its annual Summer Art Camp program. DRA's 2014 Art Camp is July 14-18 and 21-25, 9am – 4pm, with a gallery show on July 19 and 26 from 1-3pm. Compensation: \$2,800.

### Camp Administrator Job Description

Del Ray Artisans Art Camp is a summer day-camp for 3rd to 9th grade students (8-14 years old), which provides opportunities for youth to develop their abilities and to appreciate and participate in the visual arts.

The Camp Administrator assumes overall leadership of the camp, including instructor selection and management of day-to-day operations. The Administrator reports to the DRA Board of Directors and is responsible for adhering to DRA's policies and mission. The Camp Administrator provides leadership and supervision for instructors and volunteers, interacts with parents and community members, and is truly the face of Art Camp in the Alexandria community. The Camp Administrator works closely with instructors to come up with creative and fun activities that make DRA's camp special and support DRA's mission.

This role requires time for planning and coordinating in the months leading up to Art Camp, with the two weeks of Art Camp requiring a full-time commitment. February-July 2014 will include planning of curriculum and hiring of teachers. Short status reports will be due to Board each month leading up to and following camp conclusion.

### Specific Responsibilities

- Development of a curriculum that is mission-related and which includes activities that participants can repeat at home
- Hire staff consisting of teachers and volunteers
- Coordinate all supply donations and/or purchases
- Help build enrollment at camp through various marketing activities in partnership with DRA's Communications team
- Administer Art Camp scholarships (working with Youth Programs Director and President)
- Run daily operations of camp; creating a high-energy, fun, and creative experience for campers and staff
- Communicate with parents
- Ensure gallery is well maintained and left in excellent condition
- Maintain organized records and adhere to budget

## Qualifications/Requirements

- Experience teaching either elementary or middle school youth
- Demonstrated leadership experience
- Staff selection and management experience a plus
- Flexible, trustworthy, creative, and positive; a leader who works well in teams, is performance-oriented, inspiring, energetic, organized, detail-oriented, communicative, fun-loving, and a good problem-solver
- Ability to commit to planning meetings in the months leading up to the two weeks of camp; set-up and attend the students' gallery show on Saturday after each week-long camp, and for a few days after camp for the organization of supplies and cleanup of gallery
- Ability to commit for at least 2 summers
- Youth day-camp experience is a plus

## Apply

Please submit your resume to [Youth@TheDelRayArtisans.org](mailto:Youth@TheDelRayArtisans.org) or mail it to Del Ray Artisans, Attn: Director of Youth Programs, Nicholas A. Colasanto Center, 2704 Mount Vernon Avenue, Alexandria, VA 22301.

*Del Ray Artisans, founded in 1992, is a nonprofit organization whose mission is to promote art for the benefit of artists and the community.*

*Del Ray Artisans (DRA) appreciates the continued support from the City of Alexandria, Alexandria Commission for the Arts, Virginia Commission for the Arts and National Endowment for the Arts and. DRA is a 501(c)(3) organization.*

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