yellowstoneartmuseum

**YELLOWSTONE ART MUSEUM**
**POSITION DESCRIPTION**

**Museum Camp Director**

***Reports to:*** Education Director
***Supervisory responsibilities:*** Summer Art Academy teaching artists and student, YAM Camp Students
***Status:*** *30 – 35 hours a week (40 in the summer)*
***Pay:*** $21-23/hour

***Position summary***
The Museum Camp Director is the lead on planning all camps for the summer and throughout the school year at the YAM. For Summer Art Academy, they are responsible for overseeing the hiring of the teaching artists, collaborating with MSUB's camps, creating and organizing registration, communication with parents, and supervising the camp in the summer. For onsite camps at the museum, the museum camp director is also responsible for leading tours, creating lessons, and supervising lunches and movement time.

***Primary responsibilities***
- Manage the day-to-day operations, safety, staff, and programming of a summer, day, and specialty camps at the YAM.
- Help to lead, plan, organize, and execute camp activities.
- Manage program supply inventories, operate within established budgets, and maintain attendance and incident records.
- Oversee registration for all camps.
- Work with MSUB campus to host Summer Art Academy.
- Recruit, train, supervise and develop camp staff for Summer Art Academy.
- Be responsible for leading gallery tours, gallery games, and art lessons/activities.
- Providing supervision of campers and always ensuring their safety.
- Being aware of and following safety procedures and emergency protocols.
- Assisting with camp setup, cleanup, and preparation of materials.
- Develop new camp programming throughout the school year.
- Other camp related duties as assigned.

***Secondary Responsibilities***
- Participate in departmental planning meetings, full staff meetings, and project-specific meetings, as requested.
- Represent the institution within the local and professional communities.
- Assist education staff with tours and studio activities.
- Other duties as assigned.

***Minimum skills and qualifications***

- BA or BFA in art, art education, or a related field
- Required experience in art education. (MT teacher certification preferred.)
- Experience supervising staff and students.
- First aid and CPR certification are preferred.
- Excellent written and oral communication skills
- A diplomatic and patient nature, good interpersonal skills and a desire to work with people
- Valid Montana driver's license

The Yellowstone Art Museum's open-door policy is intended to ensure that all employees are treated with dignity, equity, respect, and trust. All employees are expected to participate in open and honest communication whereby employees respect input they receive, they listen, clarify, and strive for consensus.

The YAM is Equal Opportunity Employer, celebrating diversity in all forms and in all aspects of our work. Applicants from all walks of life and identities, including persons of color, LGBTQ+, are strongly encouraged to apply.

To apply for this opportunity, please send a brief introduction cover letter and a resume to education@artmuseum.org or mail hard copy to:

Yellowstone Art Museum ATTN: **Museum Camp Director Search, 401 N 27th Street, Billings, MT 59101**