



**THE BROWARD CENTER AND THE PERFORMANCE PROJECT'S SUMMER THEATER CAMP  
JOB POSITIONS AND DESCRIPTION  
FOR COLLEGE INTERNS**

***NOTE: If you are applying as a high school student or college intern that is volunteering, you will be placed as a teacher's assistant or possibly as a technical assistant.***

**Teacher's Assistant**

- Supervision and help during arrival, dismissal and lunch.
- Help execute the teacher's curriculum.
- Help execute the teacher's show blocking, choreography and music.
- Manage campers during restroom breaks and tours.
- Set up, direct and supervise during arts and crafts.
- Help during all final dress rehearsals and shows.
- Needed for all three locations (Broward Center, Nova Southeastern, & Aventura)
- 4 or 8 week commitment.

***NOTE: Below are sample positions for those requesting a small stipend internship. We will know exactly which positions are available in mid-March. Please choose "small stipend" on the online application and you may be contacted for an interview based on your application, resume and experience.***

**Music Director/Teacher**

- Possess ability to read sheet music and play the piano.
- Possess ability to teach basic singing techniques, harmonies and rhythms.
- Have a creative approach to teaching the above-mentioned skill.
- Needed for all three locations (Broward Center, Nova Southeastern, & Aventura)
- 4 or preferably 8 week commitment.

**Choreographer/Dance Teacher**

- Possess ability to teach the basics of tap, jazz, and ballet
- Possess ability to choreograph age appropriately
- Possess ability to choreograph in different Broadway styles and hip-hop.
- Have a creative approach to teaching the above-mentioned skill.
- Needed at all three locations (Broward Center, Nova Southeastern, & Aventura)
- 8 week commitment.

**Assistant Stage Managers/Theater Administration**

- Basic knowledge in most aspects of Stage Management and Technical Theater.
- Willing to learn and participate in aspects of Theater Administration.
- Must have basic computer skills and knowledge of EXEL, WORD and social media.
- Should be proficient at multi-tasking and working with deadlines.
- Willing to bring in and use their own laptop.
- Travel to all three locations to check on their ASMs. (Broward Center, Nova Southeastern, & Aventura).

- Have a reliable car.
- 10 week commitment.

### **Photographer/Videographer/Social Media**

- Video record day to day classes, rehearsals, and activities of all age groups at all venues.
- Possess ability to use software to edit the above-mentioned video.
- Execute a creative video that uses effects, overlays, background music, voice overs, text, etc.
- Proficient at taking high quality still pictures.
- Knowledge of creating and uploading content to most social media platforms.
- Should have their own video camera and still camera...helpful but not required.
- Need to travel to at all three locations (Broward Center, Nova Southeastern, & Aventura)
- Work independently at times.
- Have a reliable car.
- 10 week commitment

### **Costume Assistant**

- Take camper measurements as needed.
- Assist with making, buying, or pulling costumes and accessories from various sources.
- Assist with costume fittings prior to show week.
- Assist with setting up, breaking down, cleaning, labeling, and transporting costumes
- Clean and organize dressing rooms during rehearsals, shows and post show.
- Assist with costume changes during shows.
- Keep records of camper's costumes and changes.
- Return to stock of costumes at after shows.
- Should have basic knowledge of hand sewing and the use of a sewing machine.
- Need to travel to all three locations (Broward Center, Nova Southeastern, & Aventura)
- Have a reliable car.
- 10 week commitment.

### **Props**

- Assist with making, buying, or pulling props from various sources.
- Use art and crafts skills to create unique props.
- Artistic painting skill are helpful.
- Basic knowledge of using power tools.
- Assist with setting up, breaking down, labeling, maintaining and transporting props.
- Set up prop table before each show.
- Keep records prop placement and usage, convey to campers.
- Return to stock of props after shows.
- Be present at each new show to make sure everything is working properly.
- Will need to travel to at all three locations (Broward Center, Nova Southeastern, & Aventura) plus our warehouse.
- Have a reliable car.
- 10 week commitment.

### **Director of Production & Camp Administrator**

- Key Responsibilities:
  - Oversee all technical aspects of the summer theater camp productions.
  - Lead and mentor a team of technical assistants.
  - Design and execute most technical elements of the productions, including:
    - Lighting
    - Sound
    - Scenic design and construction
    - Stage management
  - Ensure the safety of all technical equipment and personnel.
  - Maintain clean and organized areas.
  - Write and call cues for shows.
  - Collaborate with the artistic director and other teachers to ensure the success of the productions.
  - May assist with teaching some technical theater workshops.
  - May be responsible for sourcing and acquiring necessary equipment and materials.
  - Answer parent emails pertaining to camp and/or productions.
  - Willing to bring in and use their own laptop.
  - Execute administrative tasks set by the Executive Director.
  - Make sure that the camper's day-to-day activities are running smoothly.
  - Support the teaching staff with the implementation of their tasks.
  - Delegate and communicate tasks to ASMs of each location.
  - 10 week commitment.
- Qualifications:
  - Experience in technical theater, including lighting, sound, scenic, and stage management.
  - Strong leadership, organizational, and communication skills.
  - Ability to work effectively with students and other staff members.
  - Passion for theater and a commitment to providing a positive and enriching learning experience for students.
  - Experience working with young people.
- Preferred Skills:
  - Experience with working with a union crew
  - First Aid/CPR certification

**We ask that ALL of our staff possess the following basic qualities:**

- General assistance during the camper's dress rehearsals and show.
- Punctual, organized and can adhere to deadlines.
- Self-motivated, creative, and energetic.
- Able to work independently and as part of a team.
- Work effectively and positively with fellow team members.
- Have patience and a nurturing attitude with young children.
- Able to keep campers attentive and motivated and make learning fun.
- Able to manage and resolve unexpected situations on a regular basis.
- Able to lift up to 25 lbs.; may be walking and standing for long periods of time.
- Must be available during show weeks, which includes evening performances.
- Must be available for all camp dates (4 or 8 weeks) and the 1 day training session (date is TBD)