

# SHOP COUNSELOR (SET)

Job Description: Set Shop Counselors, of whom there are typically 4-5 per session, work under the direction of the Head of Shop and in concert with CIT's to maintain the successful daily operation and weekly scheduling of the Set Shop. Typically, these staff members work every day from 9 AM to 6 PM, with one hour off per day (in addition to two hours off midday for lunch and rest hour), and one day off per 7-day week, but this schedule is flexible and will fluctuate according to the schedule of rehearsals and shows particular to each summer. Generally, Counselors in Set can expect to work between 6 PM and midnight at least twice per week, and later than that at least twice per week. It is up to the Head of Shop to determine, in coordination with their shop staff (i.e. Shop Counselors and CIT's), the shop program and schedule for the summer.

Shop-specific duties for this position include: Under the direction of the Head of Shop, working closely with the Production Manager(s) and campers to design, build, and install sets for approximately 12 performances (theater, dance, clown, music, etc.) per summer; Thinking creatively to develop set designs and design paperwork that both fall within the shop's pre-established budget and match the artistic vision of each show's respective Director; Implementing (and enforcing throughout shop staff and camper assistants) construction methods that ensure the safety of the actors who will be interacting with each set piece.

Additional duties include: Maintaining the facilities, equipment, and materials used by the Set Design shop throughout the summer; Developing with fellow staff a program and schedule that sufficiently satisfies the demand, education, and interest of campers; Assisting the design, load-in, management, and strike of scenic equipment and props used in performances throughout the summer; Attending regular production meetings to coordinate with fellow area staff throughout the summer; Attending regular all-staff meetings for routine updates and news related to camp in the summer; Assisting in the de-winterization and winterization of performance and Set Design-specific spaces across camp prior to and following the arrival and departure of enrolled campers.

At least 270 course hours of undergraduate study (or comparable work experience) related to Technical Theatre required. 360 or higher preferred. Must be able to navigate rough terrain. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions of the position.

Lodging: Dorm-style housing, a short walk from all other camp amenities

**Dates of Employment: June 19, 2024 - August 19, 2024**

**Salary range: \$2,600-\$4,100 for the whole season**