



## 2020 OSAI Counselor Job Descriptions

**WHEN:** June 9-29, 2020

**WHERE:** Quartz Mountain Arts and Conference Center, Lone Wolf, OK

**COMPENSATION:** All counselors receive a \$1,500 honorarium plus room and board. Travel expenses to and from Quartz Mountain are the responsibility of the individual.

**AGE REQUIREMENT:** Counselors must be 21 years of age by June 9, 2020.

At the Oklahoma Summer Arts Institute (OSAI), counselors serve in two roles with two sets of responsibilities. First, each counselor acts as a housing counselor to a group of students with whom they are assigned to live during OSAI. In addition to accounting for the whereabouts and safety of these students, counselors conduct nightly meetings to pass along information about activities and to provide encouragement and support to their students.

Counselors also have a secondary job assignment during the day, each of which is outlined below. In addition to the specific responsibilities listed below, counselors may be called upon to perform other tasks needed to assist in the smooth and safe functioning of OSAI as determined by the OSAI administration.

**In either role, the most important counselor responsibility is to help ensure the safety and wellbeing of the students. The intense instruction and demanding schedule of OSAI can be extremely challenging. Counselors play a critical role in creating a positive environment, encouraging individual growth, and cultivating a commitment to the arts.**

# Counselor Job Assignments

*Assignments may change based on OAI's needs and the qualifications of the applicant pool.*

## **Class Liaison**

Liaisons are needed in the areas of acting, chorus (2), creative writing, dance, drawing & painting, film & video (2), orchestra (3-4), percussion, and photography. Liaisons are responsible for the physical, social and personal well-being, comfort and safety of the students in the class. Responsibilities include, but are not limited to, attending daily staff meetings, maintaining a clean classroom/rehearsal space, assigning cleaning schedules, checking in students for daily classes and evening electives. Liaisons must meet the needs of their faculty member by remaining in the classroom for the entirety of the class, completing site needs and technical request forms, assisting faculty with preparations of ONSTAGE Weekend, etc. *Please note: One of the orchestra liaisons may be designated Head Orchestra Liaison and, if designated, would be paid \$100 for additional responsibilities.*

## **Folk & Social Dance Liaison/Store Assistant**

During the first week of OSAI, students from every discipline will attend folk & social dance classes on a rotating schedule. The Folk & Social Dance Liaison assists the Folk & Social Dance Faculty by maintaining a clean classroom space, assisting with the audio system, checking in students for daily classes, and more. Knowledge of folk dance is not required. During the second week, duties will be assigned as needed by OAI staff. In addition, this position will help staff the OSAI store.

## **Front of House/Programs Manager**

The Front of House/Programs Manager is responsible for formatting, producing and distributing all performance programs. They will work closely with faculty, liaisons and OAI staff to ensure that performance programs are accurate and free of typos and misspellings. This position also works closely with the Technical Director and site/stage crew to coordinate volunteers and students working at performances as ushers, greeters and cleanup assistants and to enforce front of house policies during performances and assist in crowd control. The Front of House/Programs Manager must be detail-oriented, possess good people skills and be able to work under deadlines. It is preferable, but not required, that the Front of House/Programs Manager bring their own computer for word processing.

## **Group Fitness Instructor**

The Group Fitness Instructor is responsible for programming and teaching at least two daily fitness classes for students, faculty, staff and other counselors. Depending on the qualifications of the candidate, classes may include cardio conditioning, Pilates, group runs, core conditioning and/or yoga. The successful candidate will be required to submit proposed class descriptions by April 1. Candidates with Pilates certification may also be asked to teach in the dance class. Preference will be given to applicants with relevant certification(s).

## **Office Assistant**

The Office Assistant works in the main OAI office assisting OAI staff with various administrative needs. This position must maintain a professional and pleasant attitude in dealings with OAI staff, faculty, students and lodge staff. The Office Assistant must be well-organized, detail-oriented, and possess good people skills. In addition, they will be responsible for assisting in all special activities, such as Visitor's Day, gallery openings, and ONSTAGE Weekend.

### **Office Assistant/Staff Childcare Provider (1-2)**

Each of the Office Assistant/Staff Childcare Providers will spend most of their time working in the main OAI office assisting staff with various administrative needs. During several days of the Institute, they will spend time supervising and caring for OAI staff members' children, ranging in age from 4 to 5 years. This position must maintain a professional and pleasant attitude in dealings with OAI staff, faculty, students and lodge staff. In addition, they will be responsible for assisting in all special activities, such as Visitor's Day, gallery openings, and ONSTAGE Weekend. Hiring preference will be given to applicants with childcare experience.

### **Performance Videographer/Town Runner/Pool Chaperone**

This position encompasses several responsibilities as follows: In the evenings, this position works under the supervision of the Audio & Video Engineer to record all OSAI performances. Knowledge of video equipment is required. As Town Runner, this position is responsible for driving to local communities each afternoon to complete the daily assigned errands and purchase supplies as needed. Finally, this position will serve as Pool Chaperone during designated hours to ensure the safety and well-being of all persons in the swimming pool and adjoining courtyard area during posted hours of operation. This position requires a valid driver's license. Additionally, applicants must be strong swimmers. (All counselors will be certified in CPR and First Aid during training week at Quartz Mountain.) The Oklahoma Arts Institute owns the copyright and retains exclusive rights of any photos or video created at the program.

### **Performance and Documentary Videographer**

This position works under the supervision of the Director of Communications to gather video footage during OSAI. Knowledge of video equipment is required. Knowledge of iMovie, iPhoto or a similar program is helpful but not required. In addition, this position works under the supervision of the Audio & Video Engineer to record all OSAI performances. This may include attending rehearsals and observing classes in preparation for the video recording of performances. In addition, The Oklahoma Arts Institute owns the copyright and retains exclusive rights of any photos or video created at the program.

### **Public Relations Assistant (1-2)**

Public Relations Assistants report to the Director of Communications, but may assist other OAI permanent staff with various duties related to public relations, development efforts, outreach and special projects. Duties may include assisting in the preparation of press releases, giving tours to visiting members of the media and special guests, preparing for VIP Visitors' Day and performing general clerical duties. Because of slow internet service at Quartz Mountain, PR Assistants may sometimes drive to the nearby town of Altus to upload large video files to the internet. Additionally, PR Assistants may be asked to serve as substitutes for counselors in other positions who are taking their day off. It is preferable, but not a requirement, that PR Assistants bring their own computers for internet access and word processing.

### **Public Relations Assistant/Photography Assistant**

In addition to the general duties of Public Relations Assistants (see above), this position assists the Staff Photographer in providing photographic documentation of all OSAI events, including performances, classroom activities, demonstrations, and student headshots. This position also assists the staff photographer with editing photos for daily submission to the Director of Communications. Photographs will be used in OAI media activities and in the OSAI digital yearbook. Experience in documentary photography and knowledge of Photoshop or a similar program is required. **The PR/Photo Assistant must bring all camera equipment with them to Quartz Mountain.** It is also preferable that the photographer brings their own computer with appropriate editing software, but it is not required. The Oklahoma Arts Institute owns the copyright and retains exclusive rights of any photos taken at the program.

### **Site/Stage Crew (4)**

Members of the site/stage crew report to the Technical Director and are responsible for the setup of the Quartz Mountain Arts & Conference Center, as well as management of the Robert M. Kerr Performing Arts Center during rehearsals, performances and events, including lighting and sound assistance. Technical theatre experience is helpful but not required. Crew members are responsible for all OSAI equipment. **Be aware that this job is physically demanding and very labor intensive.**

### **Store Manager/Town Runner**

The OAI Store Manager is responsible for OSAI store inventory, keeping financial records and deposits, maintaining orders for performance recordings, and maintaining store hours. The Store Manager must be able to work in cooperation with the store assistant. As Town Runner, this position is responsible for driving to local communities each morning to complete the daily assigned errands and purchase supplies as needed. This position requires a valid driver's license.