



2025 Oklahoma Summer Arts Institute Counselor Job Descriptions

Application Deadline: For full consideration, please submit application materials by March 10, 2025; however, applications will be accepted until all positions are filled.

Employment Dates: June 10-30, 2025

Employment Location: Quartz Mountain State Park & Lodge, Lone Wolf, OK

Age Requirement: Counselors must be at least 21 years of age by June 10, 2025.

Compensation: Each counselor will receive an honorarium of \$1,800 plus room & board. Travel expenses to and from Quartz Mountain are the responsibility of the individual.

Application Process: To apply, please [submit an online application](#). Due to the volume of applications, some applicants may be asked to submit a brief, first-round video interview. ALL applicants will be notified of hiring decisions by May.

Statement of Non-Discrimination: Diversity is one of the strengths of our organization and its programs. OAI is committed to maintaining employment, recruitment, hiring, and educational settings that are culturally, racially and ethnically non-discriminatory and all-inclusive. Respecting differences is one of OAI's core values. OAI does not discriminate or permit discrimination against any person employed by, applying for, attending or associated with OAI's programs, based on the person's race, color, age, religion, political beliefs, national origin, disability, familial status, sex, sexual orientation, gender identity, or gender expression.

Housing Accommodations: Counselors will share a housing assignment with another counselor in the area where their students are also housed. For most counselors this will mean sharing a hotel room with another counselor though some of our students are housed in cabins and bunk rooms in which case the counselor would be housed in the same facility as their students. All students and counselors have access to private bathroom and changing facilities.

Questions? Please email us at oai@oaiquartz.org.



Counselor Responsibilities

At the Oklahoma Summer Arts Institute (OSAI), approximately 25 counselors are hired, and each counselor serves 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. To support this, counselors must complete either First Aid/CPR certification or Mental Health First Aid training prior to their arrival at OSAI (cost covered by OAI). Counselors play a critical role in creating a positive environment, encouraging individual growth, and cultivating a commitment to the arts.

Counselor Job Assignments

Some job assignments may be combined and/or changed based on OAI's needs and the qualifications of the applicants.

Class Liaisons (13-15): Class liaisons are hired for each discipline at OSAI: acting, chorus (2), creative writing, dance, drawing & painting (1-2), film & video (1-2), 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, and 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, and assisting faculty with preparations of OnStage Weekend.

Community Lab Liaison: During the first week of OSAI, students from every discipline will participate in "Community Lab" classes on a rotating schedule. The subject area of the Community Lab changes each year; in 2025, the focus will be South Asian movement and culture. The Community Lab liaison assists the instructor by maintaining a clean classroom space, assisting with the audio system (if necessary), and checking in students for daily classes.



Documentary Videographer: The documentary videographer works under the supervision of the PR staff to gather video footage during OSAI. *Experience with video equipment and knowledge of Final Cut Pro, Adobe Premiere Pro, or other editing software is required. The documentary videographer must provide their own camera equipment and is also encouraged to bring their own computer with appropriate editing software.* (Please note: The Oklahoma Arts Institute owns the copyright and retains exclusive rights of any photos or video created at the program.)

Office & Operations Assistants (1-2): The office & operations assistants work in the main OAI office assisting OAI staff with various administrative needs. The office & operations assistants must maintain a professional and pleasant attitude in dealings with OAI staff, faculty, students and lodge staff. The office & operations assistants 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 VIP Day, gallery openings, OnStage Weekend, and may be asked to complete daily assigned errands and purchase supplies in town as needed. *The office & operations assistants must possess excellent communications and customer service skills. A valid driver's license is also required.*

Performance Videographers (2): The performance videographers work 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. *Knowledge of video equipment is required.* (Please note: The Oklahoma Arts Institute owns the copyright and retains exclusive rights of any photos or video created at the program.)

Photography Assistant: The photography assistant 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 PR staff. Photographs will be used in OAI media activities and in the OSAI digital yearbook. *Experience in documentary photography and knowledge of Photoshop or other editing software is required. The photography assistant must provide their own camera equipment and is also encouraged to bring their own computer with appropriate editing software.* (Please note: The Oklahoma Arts Institute owns the copyright and retains exclusive rights of any photos taken at the program.)

Public Relations (PR) Assistants (2-3): The PR assistants report to the PR staff 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 Visitors' Day for VIPs, and performing general clerical duties. PR assistants are encouraged to bring their own computers for internet access and word processing. *PR assistants must possess excellent communications and customer service skills.*



Site & Stage Crew (4-5): Members of the site & stage crew report to the technical director and site director and are responsible for the setup of the classroom, rehearsal, and performance facilities at the Quartz Mountain State Park. The site & stage crew also assist the professional technical theatre staff with management of the Robert M. Kerr Performing Arts Center during rehearsals, performances and events, including lighting and sound assistance. *Technical theatre experience is strongly encouraged. Please note: site & stage crew responsibilities are often physically demanding and labor intensive.*

Store Assistants (1): The store assistants are responsible for maintaining OSAI store inventory, helping with financial records and deposits, and staffing the OSAI store during designated hours.