



## 2026 Oklahoma Summer Arts Institute Counselor Job Descriptions

**Project Employment Dates:** June 8-29, 2026

**Employment Location:** Quartz Mountain State Park & Lodge, Lone Wolf, OK (Travel expenses to and from Quartz Mountain are not reimbursed.)

**Age Requirement:** Counselors must be at least 21 years of age by June 8, 2026.

**Job Type:** Counselor positions are short-term, project-based W-2 employee roles with the Oklahoma Arts Institute.

**Compensation:** Each counselor will be paid \$1,800 as taxable W-2 compensation, with required withholdings.

**Housing Accommodations:** While at Quartz Mountain, counselors are provided meals and on-campus lodging at no cost. Counselors will share a housing assignment with another counselor in the area where their students are housed. For most counselors, this will involve sharing a hotel room with another counselor; in some cases, students are housed in cabins or bunk rooms, and counselors will be housed in the same facility as their students. All students and counselors have access to a private bathroom and changing facilities.

**Application Process:** To apply, please submit an [online application](#). For full consideration, materials must be received by March 10, 2026, however, applications will be accepted until all positions are filled. Finalists will be contacted for an 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.

**Questions?** Please email [oi@oiquartz.org](mailto:oi@oiquartz.org) or call 405.605.7500.

## Counselor Responsibilities

Twenty-two counselors will be hired for the 2026 Oklahoma Summer Arts Institute (OSAI), and each counselor serves in two roles with distinct sets of responsibilities.

First, each counselor acts as a housing counselor to a group of students with whom they live during OSAI. Counselors are responsible for student safety and accountability, conduct nightly meetings to share important program information, and provide guidance, encouragement, and support to their students.

Counselors also have a secondary job assignment during the day, 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.

**Overall, the most important counselor responsibility is to help ensure the safety and well-being of the students. The rigorous instruction and demanding schedule of OSAI can be challenging for young artists. Counselors play a critical role in creating a positive environment, encouraging individual growth, and cultivating a commitment to the arts.**

**In order to effectively fulfill this responsibility, counselors must be equipped with the skills and preparation needed to respond to both physical and emotional needs of students. To support this, hired counselors must complete either First Aid/CPR certification or Mental Health First Aid training prior to their arrival at OSAI (cost covered by OAI).**

## 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/s by remaining in the classroom for the entirety of the class, completing site needs and technical request forms, and assisting faculty with preparations for OnStage Weekend.

**Community Lab Liaison (1):** During the first week of OSAI, students from every discipline will participate in “Community Lab” classes on a rotating schedule. The Community Lab subject area changes each year and typically focuses on a movement-based cultural art form, such as West African dance or South Asian movement. The Community Lab liaison assists the instructor/s by maintaining a clean classroom space, assisting with the audio system (if necessary), and checking in students for daily classes.

**Community Messenger (1):** The Community Messenger is responsible for daily, campus-wide distribution of mail and packages, as well as delivering schedule updates and other important announcements as needed. Because students will not have access to personal devices outside of designated times and locations, this role is essential to ensuring that accurate information is communicated in a timely manner across campus.

**Digital Communications Assistant (1):** The Digital Communications Assistant supports OSAI’s public-facing communications by creating engaging content and copy for social media. This role helps tell the story of OSAI by highlighting student experiences, faculty excellence, special events and daily life at Quartz Mountain, as well as translating on-the-ground activity into timely, audience-focused messaging. The position requires strong writing and editing skills, an understanding of platform-specific voice, tone, and trends, and the ability to collaborate with photographers, videographers, and staff to ensure content is accurate, engaging, and aligned with OAI’s brand and communications goals.

**Office & Operations Assistant/s (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 Program Editor (1):** The performance program editor is responsible for compiling information about evening presentations and performances to finalize programs with Canva templates provided by OAI. This person will need to develop and adhere to a printing schedule to ensure that all programs are printed and folded prior to their respective events. Strong editing skills and attention to detail are required.

**Photography Assistant (1):** The photography assistant supports the staff photographer in providing photographic documentation of all OSAI events, including performances, classroom activities, demonstrations, and student headshots. Photographs will be used in all OAI media activities and publications. Experience in documentary photography and knowledge of Photoshop, Lightroom, 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.

**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 (1-2):** The store assistants are responsible for maintaining OSAI store inventory, helping with financial records and deposits, and staffing the OSAI store during designated hours.