

HEAD OF SHOP (PUBLICATIONS)

Job Description: This is a supervisory position; the Head of Shop is responsible for guiding campers, supervising staff, managing shop budgets and materials, including inventory. This person is responsible for the daily operation and weekly scheduling of the designated shop area, Publications. Typically, Heads of Shop 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. 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/schedule for the summer. Heads of Shop in the Visual Arts area have the additional responsibility of opening up shop hours for campers two evenings per week (approximately 2 hours each).

Shop-specific duties for this position include: This position is responsible for the timely and thorough production and eventual publication of Buck's Rock's summer yearbook with contributions from Publications staff, community help, and camper projects. Obtaining from other staff members, collating, organizing and laying out for publication all information and visual materials necessary for any camp publications, including but not necessarily limited to: programs for each major production, an annual Orientation Book, and Yearbook; Providing a liaison between the Publications staff and the rest of camp; ensuring all camp staff are up to date on the needs of the shop; Working in close coordination with Photography staff; Instructing campers in best practices for writing, editing, laying out, printing, and various methods of distributing publications; Maintaining a line of communication with Guidance Counselors to stay up to date on camper profiles (names, bunks, participation in performances) for the needs of the Yearbook; Assisting campers with Adobe Suite.

Additional duties include: Managing the schedules, safety, and morale of Publications staff throughout the summer; ensuring that staff show up for their Core Duties. Supervising all activity within the shop and delegating tasks to other staff when appropriate; Implementing shop improvements if/when the need arises; Overseeing shop inventory and organizing resupply of materials when necessary; Managing shop budget; Routine cleaning and maintenance of facilities, equipment, and other tools used by Publications throughout the summer; developing with fellow staff a program and schedule that sufficiently satisfies the demand, education, and interest of campers; Organizing, promoting, and hosting themed workshops, if desired, either in-shop, in collaboration with other shop(s), or with the aid of a visiting artist; Acting as mediator between staff members to manage any internal conflict, and deferring to Staff Coordinator if/when conflicts cannot be quickly resolved; Attending regular Head of Shop meetings facilitated by the Program Coordinator(s); Attending regular all-staff meetings throughout the summer for camp-related updates and news; Assisting in the de-winterization and winterization of Publications spaces prior to and following the arrival and departure of enrolled campers; Encouraging and helping with the install of camper work during camper exhibitions; Securing and storing finished camper work.

At least 270 course hours of undergraduate study (or comparable work experience) related to Publications, Writing, and/or Layout Design 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: \$4,100-\$5,100 for the whole season