

HEAD OF SHOP (METALS)

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, Metals. 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. They are lodged on-camp, a short walking distance away from all amenities, in bunks with up to 3 other staff members. It is up to the Head of Shop to determine, in coordination with the 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: Teaching campers the basics of small-scale metal fabrication projects, including the shaping, texturizing, soldering, and casting of various metals, including sterling silver, copper, brass, and nickel.

Additional duties include: Managing the schedules, safety, and morale of Metals 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 Metals 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 Metals 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 Metalsmithing or Bench Jewelry required. 360 or higher preferred. Must be able to lift up to 50 lbs and navigate rough terrain. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions of the position. Studio management experience a plus.

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