JOB DESCRIPTION – MUSICAL THEATER SPECIALIST – PASSPORT NYC™

The Musical Theater Specialist (MT) will help create a dynamic, challenging and rewarding experience for the teen participants of Passport NYC in the musical theater specialty. Each Musical Theater staff member will help the participants develop a deeper knowledge of the NYC musical theater scene, and promote their growth as individuals and emerging leaders/performers in the field.

QUALIFICATIONS

Besides being a high school graduate or equivalent, and at least 21 years of age by start of the camp program, each MT should demonstrate:

• Strong desire and ability to work with children/teens.
• Developed and diverse background in musical theater.
• Familiarity with New York City and its theater scene.
• Capacity to lead while in the classroom/studio and on excursions/activities.
• Ability to integrate Jewish tradition and culture into programming.

RESPONSIBILITIES

The MT is responsible for ensuring a successful experience for all of the participants of the Musical Theater Program. In addition to serving as a positive role model and mentor through the role of Resident Advisor, this goal will be achieved by fully inhabiting the MT role.

In the morning classes, each MT will have the opportunity to assist a professional leader(s) in the field of musical theater, who will serve as the program's Lead Teacher(s). In fulfilling this role each MT should:

• Maintain utmost respect for the Lead Teacher(s) and his/her curriculum at all times.
• Assist the Lead Teacher(s) in all areas which he/she requires help.
• Demonstrate a strong understanding of musical theater terminology and techniques (dancing, singing, acting, stage performance, etc.).
• Demonstrate a strong understanding of musical theater (knowledge of current shows, techniques, games, etc.).
• Promote a positive, fun, and focused environment where the participants are respectful of you, the Lead Teacher, and one another.
• Understand the strengths and weaknesses of each participant in the studio, and work to help them capitalize on their strengths and overcome their weaknesses.

During afternoon site visits, each MT will be responsible for helping to coordinate and execute activities outside of the 'classroom' setting. Whether it's visiting a Broadway show, meeting with an actor or touring backstage facilities, responsibilities will include:

• Developing ideas for new programming based on the participants' interests.
• Ensuring that participants remain engaged and focused in each activity.
• Promoting an environment of respect for speakers, actors/performers, and one another throughout all programming.
• Keeping your group of participants together at all times.
• Facilitate participant travel by following policies for getting on and off the subway and/or bus. Make sure these procedures are done safely to and from program locations, and back to the 92nd Street Y.

We want your experience as a Musical Theater Specialist to be rewarding and help you develop as an educator as well as in the studio. Allowing your personality and strengths to shine through in all areas of programming will help create a truly memorable experience for our teens. However, it is important to remember that the program is about the participants and not furthering your own professional goals. With energy, enthusiasm, and a deep awareness of the participants and their needs, the program will succeed on every level!

ADDITIONAL RESPONSIBILITIES

• Get your group to all activities on time! (This means to arrive at least 5 minutes early).
• Participate in staff training, meetings, and supervisory conferences.
• Follow camp rules and regulations pertaining to smoking, use of alcoholic beverages and use of drugs.
• Encourage respect for personal property, camp equipment, and facilities.
• Manage professional time off in accordance with camp policy.
• Submit all required reports on time including group hand written thank you notes, Shablog entries and petty cash forms.
• Take dynamic photos of the participants' activities throughout the day on both camp-issued cameras and mobile devices. Mobile photos should be sent to Lead Staff in a timely manner to be posted on Passport NYC's social media platforms. Cameras will be submitted at the end of each day to Lead Staff.
• Maintain communication with Lead Staff throughout the day via cell phone. Cell phones should not be used for private purposes while engaged in camp programming.
• Prepare participants for emergency procedures such as fire drills, evacuating the dorm, etc.
• Know your participants and their strengths and weaknesses, and help them to overcome any obstacles they may face, and further develop their strengths.
• Help each participant develop skills in their specialty area, gain a greater awareness of their Jewish identity, and grow as both an individual and artist.
• Set a good example. YOU ARE ALWAYS A PERSONAL ROLE MODEL.
• Just be yourself! AND DONT BE AFRAID TO ASK FOR HELP!