

**Job Title:** Camp Admin Assistant

**Overview:**

The Summer Camp Administrative Assistant plays a pivotal role in supporting the seamless operation of our summer camp programs. Reporting to the Camp Coordinator and Camp Manager, this role is designed for young or early career professionals who are eager to contribute to the success of our camp experience.

**Responsibilities:**

- Collaborate with the Camp Coordinator and Camp Manager to assist with camper registration, including data entry, file organization, and communication with parents/guardians.
- Maintain accurate camper records, ensuring medical forms and emergency contact information are current and well-organized.
- Play an integral role in camp logistics by organizing and distributing camp supplies, materials, and equipment.
- Support the creation and distribution of camp schedules and information, ensuring campers, staff, and families are well-informed.
- Provide prompt responses to inquiries from parents, guardians, and staff, offering basic camp information and details.
- Participate in setting up camp facilities, ensuring they are clean, safe, and optimally arranged for camp activities.
- Offer assistance with essential administrative tasks such as photocopying, printing, and preparing materials for staff and campers.
- Assist camp staff during check-in/check-out procedures and any camper travel.
- Contribute positively to the camp environment by maintaining open communication and working collaboratively with the team.
- Manage our camper aftercare program with the support of members of our teaching assistant staff.

**Qualifications:**

- Strong organizational skills and meticulous attention to detail.
- Effective written and verbal communication skills.
- Basic proficiency in office software (Microsoft Office, Google Workspace).
- Capacity to handle sensitive information with discretion and confidentiality.
- Enthusiasm for embracing the vibrant pace of camp life and interacting with campers, families, and colleagues.
- Prior camp experience or customer service experience is advantageous but not mandatory.
- Adaptability and a willingness to learn and grow in a dynamic setting.

**Reporting Relationship:**

The Camp Admin Assistant reports directly to the Camp Coordinator and Camp Manager. The role involves close collaboration with the camp staff team to ensure the efficient execution of camp programs.

**About the Alliance Theatre:**

The Alliance Theatre is Atlanta's national theater, expanding hearts and minds onstage and off. Founded in 1968, the Alliance Theatre is the leading producing theater in the Southeast, reaching more than 165,000 patrons annually. The Alliance delivers powerful programming that challenges adult and youth audiences to think critically and care deeply. The Alliance Theatre is a recipient of the Regional Theatre Tony Award® in recognition of sustained excellence in programming, education and community engagement.

Known for its exemplary artistic standards and national role in creating significant theatrical works, the Alliance has premiered more than 100 original productions, professionally launching important American musicals with a strong track record of Broadway, touring and subsequent productions, including the Tony Award winners *The Color Purple*, based on the novel by Alice Walker; *Aida* by Elton John and Tim Rice; and Alfred Uhry's *The Last Night of Ballyhoo*. Recent musical premieres include *Sister Act: The Musical*, Twyla Tharp's *Come Fly Away*, *Bring It On: The Musical*, Stephen King and John Mellencamp's *Ghost Brothers of Darkland County*, *Harmony - A New Musical* by Barry Manilow and Bruce Sussman, *Tuck Everlasting*, *Born for This: The BeBe Winans Story*, *The Prom*, Janece Shaffer and Kristian Bush's *Troubadour*, *Becoming Nancy*, *Maybe Happy Ending*, and *Trading Places*.

The Alliance nurtures the careers of emerging writers through the Alliance/Kendeda National Graduate Playwriting Competition, producing the world premiere for the competition winner as part of the regular season. The Alliance is also deeply committed to Atlanta artists, showcasing locally based artists on a nationally watched stage, and sustaining Atlanta's artistic community through the Reiser Atlanta Artists Lab, which provides developmental support and production resources for an annual roster of locally sourced performance projects.

The Alliance's dedication to providing access to the arts is reflected in its commitment to creating new work for all ages, and to bringing that work into classrooms and communities across Atlanta and throughout the region. More than 80,000 students each year experience age-specific professional performances and participate in acting classes, drama camps and in-school initiatives through the Alliance Theatre Acting Program and Education Department. The Alliance's groundbreaking Kathy and Ken Bernhardt Theatre for the Very Young performances offer professionally produced, fully interactive theater for infants and toddlers; the Palefsky Collision Project invites high school artists to create and perform new civic-minded theater based on a classic text; and community acting classes and skill-building workshops engage professional artists, young actors, business leaders and curious learners of all ages. Twice recognized by the U.S. Department of Education for leadership in arts education, the Alliance Theatre Institute equips classroom teachers with theatrical techniques that link directly to school curriculum and have been empirically proven to improve student learning.

**MISSION:**

Atlanta's national theater, expanding hearts and minds on stage and off.

**VISION:**

The Alliance Theatre will lead the national field by deeply engaging with its local community, modeling radical inclusion and catalytic experiences on our stages, in our classrooms, and throughout Atlanta.

**VALUES:**

We believe that acknowledging and embracing differences in identity is essential to a dynamic cultural conversation. This is why we are committed to equity, diversity, and inclusion in all areas of our organization and programming.