

CANNON MUSIC CAMP DIRECTOR DUTIES

The job of Cannon Music Camp Director has many responsibilities and is a year-round administrative commitment. Some of the duties are as follows:

- Provide leadership for over 250 people during the three-week camp session
 - Set the daily Camp schedule and assign teaching and administrative duties
 - Secure facilities (assign offices, classroom space, etc.)
- Administer a budget in excess of \$400,000
 - Set Camp prices
 - Consult with Housing, Food Services, Conferences and Institutes, etc.
 - Oversee contracts for faculty and staff
 - Calculate faculty and staff salaries
 - Oversee the awarding of scholarships, including personally evaluating the many online scholarship applications
- Hire faculty and staff
 - Fill positions not covered by HSOM faculty
 - Select counseling staff through application process
- Interact with the various constituencies that are a part of the Camp:
 - Campers
 - Parents
 - Public/private school music teachers
 - Faculty
 - Staff
 - Various campus entities
- Act as Supervisor of the Camp Administrative Assistant (job reviews, etc.)
- Has traditionally maintained an active teaching role in the camp
- Other duties as they arise

Some of these duties are done in conjunction with the Camp Administrative Assistant, and to some degree, in consultation with the Camp Senior Staff. Ultimately, though, the responsibility for all of these items is the Camp director's.

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Year-Round Activities:

- Supervise the camp's budget (\$400,000+) and financial accounting systems including scholarship awards to potential campers
- Oversee all staffing and other employment-related decisions including consistent implementation of human resources and personnel policies, recruiting, screening, hiring and retaining of teaching and counseling staff
- Cooperatively facilitate, supervise, and evaluate staff through informal observations, visits, conferences, and evaluations
- In conjunction with the camp administrator, oversee the day-to-day operation of the camp and the preservation of the camp during the "off" season including all assets and resources
- Provide a wide variety of materials (reports, correspondence, etc.) as necessary for the purpose of documenting the successes and areas of improvement for the camp from season to season
- Serve as a public relations liaison, actively promoting the camp at applicable events and conferences
- Collaborate with the Hayes School of Music dean and University Advancement staff regarding development activities related to the camp

"In-Session" Activities:

- Provide pre-camp training and information meetings for the senior staff, counseling staff, faculty, parents, and campers detailing camp goals, policies and procedures
- Collaborate with the senior camp staff for camp job placements of the counseling staff and faculty during the opening week
- Facilitate communication between the staff, faculty, parents and/or campers for the purpose of solving problems and/or resolving conflicts
- Facilitate the implementation and evaluation of a quality curriculum for the camper population
- Implement policies and procedures of the University with regard to summer camps and conferences and specific policies and procedures developed specific to the camp
- Intervene (usually in conjunction with the senior staff) in occurrences of inappropriate behavior of campers for the purpose of modifying such behavior through conference with the campers and/or contact with the parents/guardians individually
- Oversee and manage the day to day operation of the camp (including operational policy, scheduling, personnel assignments) while the camp is in progress
- Meet as necessary with the senior staff to evaluate the camp climate and weekly with the faculty to provide information and updates
- Perform other related duties beyond a typical "instructional" day as necessary ensuring the efficient and safe operation of the camp
- Has traditionally maintained an active teaching role in the camp