



LAMusArt

Los Angeles Music and Art School

CAMP MUSART COORDINATOR

Position Title: Camp MusArt Coordinator

Reports Directly to: Programs Coordinator

Reports Indirectly to: Camp MusArt Teaching Artist Staff, Office Manager & Executive Director

Work Schedule: M-F 7:45am-4:15pm (June 23- July 26, 2025, five week contract); Performances July 25 & 26

Status: Full-time, Seasonal, Hourly

Hourly Rate: \$20-22/hour

THE ORGANIZATION

The Los Angeles Music and Art School (LAMusArt) is a 501(c)(3) nonprofit arts organization whose mission is to offer the community of East Los Angeles, primarily its K-12 population, equitable and affordable access to multidisciplinary arts education programs and performance opportunities so students are afforded the skills and tools needed for success, regardless of gender, ethnicity, ability or socio-economic status. Since 1945, LAMusArt has remained dedicated to the provision of free and/or low-cost high quality, sequential arts instruction in music, art, dance and drama so that our majority Hispanic/Latino community has the means to experience creative achievement, collaboration and expression year round. Our diverse programs are designed to foster a creative community that embraces culture and values arts education as an integral part of a child's development.

Camp MusArt is LAMusArt's five-week summer arts enrichment program for students ages 7 to 16 that combines music, visual arts, dance and drama disciplines into a culminating full-length musical performance.

POSITION DESCRIPTION

The **Camp MusArt Coordinator** position will serve as an administrative leader and parent/teacher liaison for the duration of the Camp MusArt program. The Coordinator works to support the camp teaching staff and the LAMusArt admin staff and also plays a role in the experience of the intern(s), students and families participating in Camp MusArt. Additionally, the Camp MusArt Coordinator provides stage management support for the culminating camp performances.

PRIMARY RESPONSIBILITIES

- Administrative duties such as processing registrations and tuition payments in an organized and timely manner, maintaining student records, answering phones and drafting correspondence (namely email).
- Programmatic duties such as planning and coordinating the camp schedule and daily activities, ordering and purchasing props and supplies as needed, managing/supporting the instructional staff, providing supervision to the intern, assisting with maintaining order and discipline of students, assisting in the supervision of daily recess and lunch periods, running rehearsal periods, maintaining the flow of class periods and rehearsals, taking blocking and tech notes during rehearsal to report to the Production



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Manager, assisting Camp MusArt and LAMusArt staff in the planning, development, and execution of the culminating student performance, providing stage management support for Camp MusArt's production as needed, other duties as assigned.

- Communications duties such as addressing concerns or complaints from parents, students and camp staff and spearheading conflict resolution between all parties, maintaining communications with parents/guardians regarding camp logistics, policies, and their child's progress, maintaining communication with staff regarding progress, student attendance/experience and performance schedules.
- Ensuring safety and well-being of all camp participants by fostering a safe, inclusive, and positive learning environment where all students feel valued and motivated to succeed.
- Plan and organize rehearsals, performances, and special events, as needed.
- Collaborate with other faculty and staff to enhance the overall educational experience.
- Other duties as assigned.

QUALIFICATIONS & SKILLS DESIRED

- Degree, certification or equivalent experience in theater management or administration.
- Experience in stage management, rehearsal coordination, artist integration.
- Excellent written and verbal communication skills.
- Good organizational and time management skills and the ability to balance multiple tasks and responsibilities.
- Ability to work cooperatively and as part of a team.
- Conversational level in Spanish preferred but not required
- Reliable transportation

TO APPLY

Submit a resume and cover letter to Executive Director, Tahnee Freda at TFreda@lamusart.org.

EQUAL OPPORTUNITY EMPLOYER

LAMusArt is an Equal Opportunity Employer and adheres to a policy of nondiscrimination with regard to race, color, religion, creed, gender, marital or family status, age, sexual orientation, national origin or ancestry, ethnicity, gender identity, physical or mental disability, transgender status, military or veteran status or service, or any other characteristic protected under applicable federal, state or local law in all matters concerning employment. All LAMusArt employees, officers, principles, agents, workers, and representatives are prohibited from engaging in unlawful discrimination. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, training, promotion, discipline, compensation, benefits and termination of employment.