



Digital Media Academy Summer 2012 - Lead Program Director Position

ABOUT DMA

Digital Media Academy (DMA) offers summer technology camps for adult-learners, teens, and kids (called Digital Media Adventures). DMA is an Apple and Adobe Authorized Training Center, accredited by Stanford University and held to the highest standard of excellence. Each summer, DMA holds numerous 5-day digital art and technology courses (repeated for several weeks) at prestigious universities. Adult, Teen (age 12-18), Adventures (age 8-12), Jr Adventures (age 6 - 8) campers choose between a residential experience (complete with organized activities, etc.) and a day camp experience. Optional housing is also available for adult participants at specific locations.

OVERVIEW

DMA's Summer Program Director will have overall responsibility for the smooth operation of the adult, teen and kids programs. Directors will supervise a team of counselors and support a team of instructors and teaching assistants. The director needs technical skills in order to solve any computer issues or equipment issues that arise during the program. Directors must clearly understand the job description of each team member and ensure the job is being performed at DMA's high standard of excellence. Directors work closely with each instructor to ensure they have all of the equipment, software, and supplies needed for their course. Directors visit each classroom several times per day to ensure the instructors have everything they need and to answer any questions that attendees may have. Directors make weekly announcements in each classroom as well as running a Monday morning orientation session. Each Friday DMA conducts a showcase in each classroom. The director is responsible to ensure the instructors, TA's, and counselors are prepared for the showcase and ready to greet parents. Following the end of the showcase, all classrooms are prepared for the following week's courses. Many locations offer weekend activities for teens and kids staying in the overnight program. The director ensures that the counselors are prepared for the weekend activities (transportation, money, tickets, etc). The director is required to be available via cell phone at all times in case of an emergency. Directors should wear a DMA approved t-shirt every Sunday (when at youth check-in), Monday, and Friday. Directors should wear a DMA approved name badge every day, Sunday – Friday. Directors should maintain a decent and professional appearance at all times. Some locations may require the director to live onsite for the duration of the summer program. Directors are responsible for their own bedding and linens during the program if living on campus is necessary. Transportation (long distance or short commute) to and from the campus location of your choice is not provided.

At the Stanford University location only

The director works with a youth director and possibly a technical director.

DUTIES & RESPONSIBILITIES

- Location set-up, teardown and product inventory/assessment - ability to lift 50lbs (with the help of other team members)
- Oversee all aspects of the program – including but not limited to attendee registration & management, Continuing Studies Credits, residential programs for kids, teens, and adults, classroom and technical support, and coordination with various university departments
- Act as the main spokesperson for DMA, representing the company to parents, university departments, DMA faculty, and DMA attendees
- Oversee Youth Counselor(s) (including check-in, orientations, evening activities, weekend activities, etc)
- Oversee Associate Director(s) – at applicable locations
- Assist with maintenance of all computers and technical equipment during program
- Maintain daily / weekly communication with the National Program Director(s) via email or cell phone
- Offer technical support for each classroom (computers and other equipment)
- Run attendee check-in each Sunday & Monday (greet attendees & parents, answer questions, direct to housing / classrooms, etc)
- Organize supplies for attendee check-in (dining cards, waiver forms, t-shirts, room keys, etc)
- Make announcements every Monday and Friday in each classroom (announcing DMA Community site, Alumni specials, Campus information, Lunch directions, etc)
- Ensure that all attendees complete the DMA survey (Friday morning)
- Observe attendee behavior, enforce policies and procedures
- Photograph and maintain pictures of camp classes in session, break times, & other camp moments

QUALIFICATIONS

- At least 25 years of age
- Flexibility
- A Sense of Humor
- Energy and Stamina
- Experience working in secondary or higher education
- A “do whatever it takes” attitude
- A positive and team playing attitude
- Leadership & Supervisory Experience
- Strong technical background with ability to fix computer and equipment issues (all locations except Stanford)
- Hard working with strong organizational skills
- Proficiency in word & excel programs
- Impeccable attention to detail
- Excellent communication skills, both in a personal and public arena
- Confidence communicating via email, cell phone, & hand-written documents
- Access to a car to run errands when needed
- Extroverted personality
- Experience directing a large summer camp or other large multi-faceted event, preferably technology related
- Proven track record of being highly responsible and trustworthy (At least 3 references)
- Hands-on experience using one or more of the software applications taught at DMA
- Ability to actively participate in organized activities when needed (Adventures break time)
- Ability to respond to critical incidents - have good hearing, eyesight and mobility
- Go to weekly meetings with university departments to reconcile the previous week (keep all records)
- Communicate daily with all other staff members to discuss any issues that may arise

CERTIFICATION & TRAINING

- Attend in person and online pre-camp training sessions
- Attend pre-camp orientation sessions
- Read all DMA printed materials, read DMA website, watch all training videos
- Complete all pre-camp training requirements and paperwork
- Become proficient with DMA's registration system
- CPR and First Aid certified (DMA is not responsible for the fees and scheduling of this process)
- Staff may require fingerprinting (based on location)
- All staff require a full background check prior to making hiring complete

TYPICAL WEEKLY HOURS (camp is in session from 9am – 5pm)

- Sunday: 2pm – 6pm
- Monday 7am – 5:30pm
- Tuesday – Thursday 8:30am – 5:30pm
- Friday 8:30am – 7:00pm

Many times the director position requires additional working hours. Some of these reasons may include; parent phone calls, overnight camp emergencies, loading additional software on computers, running a supplies errand, etc. The program director needs to be willing to “do whatever it takes” to ensure the program is running smoothly.

COMPENSATION

Compensation is based on prior experience, level of education, position of responsibility, location of choice, and size of program. Compensation includes salary plus housing (only for locations that require the director to live on campus). Salary starts at \$850 per week (pre-tax figure). Housing is valued at over \$400 per week. Meals are not included in the compensation.

LOCATIONS AND DATES

Location	Dates
Stanford University (Palo Alto, CA)	June 11 – August 17 (10 weeks)
University of California, Los Angeles (Los Angeles, CA)	June 25 – July 20 (4 weeks)
University of California, San Diego (San Diego, CA)	July 23 – August 17 (4 weeks)
University of British Columbia (Vancouver, Canada)	July 16 – August 10 (4 weeks)
The University of Texas at Austin (Austin, TX)	July 2 – July 20 (3 weeks)
The University of Chicago (Chicago, IL)	June 25 – July 27 (5 weeks)
Harvard University (Cambridge, MA)	June 25 – August 10 (7 weeks)
Drexel University (Philadelphia, PA)	July 9 – July 20 (2 weeks)
Swarthmore College (Philadelphia / Swarthmore, PA)	July 23 – August 3 (2 weeks)
George Washington University (Washington DC)	July 9 – August 10 (5 weeks)
Concordia College (Bronxville, NY)	August 6 – August 17 (2 weeks)

TO APPLY

Complete our “**Program Director**” online application at <http://www.digitalmediaacademy.org/jobs>. Please review the above locations and dates before applying. You may also be asked to submit a resume, upon review of your online application.