



NBMA 2024– Arts and Youth Entertainment Coordinator

Position: Arts and Youth Entertainment Coordinator

The NBMA is seeking a qualified individual who will conduct a safe, fun, and effective Arts and Youth Entertainment program for the youth in Norway Bay.

Dates of Employment: July 1 – August 9 2024

Note:

- These dates / weeks include the program dates. In addition, supervisors may be required to help in practice planning outside of instruction hours, equipment set-up, repair, and program closing. In addition, if required, the NBMA may require assistance to prepare for the season, including training, equipment orientation, etc.

Objective:

- To plan and lead the day-to-day operation of the Arts and Youth Entertainment Program

Responsibilities:

- Develop and deliver programming for the Arts
- Purchase art supplies and stay on budget
- Track attendance for volunteers and attendees
- Organize programming for Craft classes and Toddler Nights (must be submitted to the director and supervisor prior to programming starting)
- Organize movie nights
- Organize a variety of youth entertainment events in collaboration with the supervisor and the director
- Communicate with families
- Coordinate volunteers
- Set up for all events
- Organize and clean up all equipment regularly

Qualifications/ Prerequisites:

- Min.15 Years Old
- 2 years volunteering or equivalent
- Standard First Aid / CPR Level 6
- Leadership experience
- Experience working with children

Hours/Salary: Salary is at an hourly rate commensurate with experience.

Please send any questions to Sarah Bolton, the Director of Musical and Arts at: sarahaliciabolton@gmail.com