



GOVERNMENT OF BERMUDA

Department of Sport & Recreation

Art Coordinator

Responsible to: Senior Coordinator and Senior Supervisors

Supervises: Art Specialists

Position Summary:

As the Art Coordinator, you will be responsible for leading and supervising a team of art specialists and assisting in the planning of engaging activities across various summer camps. This position requires someone with a passion for the arts, excellent organizational skills, and the ability to support and collaborate with art specialists in creating memorable experiences for campers.

Requirements:

- Previous experience in coordinating art activities for summer camps or similar programs.
- Strong leadership, organizational, and communication skills.
- Enthusiasm for fostering creativity and artistic expression in campers.
- Ability to collaborate with diverse teams and age groups.

Duties and Responsibilities:

Team Leadership

1. Supervise and lead a team of art specialists.
2. Conduct the hiring process for art specialists, including interviews and selection decisions.
3. Provide guidance, support, and mentorship to the art team.
4. Foster a positive and collaborative environment that encourages creativity.

Art Activities

1. Plan and coordinate various art activities for the summer program.
2. Develop and implement art programs that cater to a diverse range of interests and skill levels.
3. Ensure art activities align with the overall goals and themes of the summer program.

Major Art Events or Summer Camp Activity

1. Host one or two major art events or a summer camp activity showcasing the participants' artistic achievements.
2. Coordinate logistics, including venue selection, scheduling, and material preparation.
3. Ensure a positive and engaging experience for participants and their families during the events.

End-of-Year Summer Report



Department of Sport & Recreation

1. Compile a comprehensive end-of-year summer report summarizing the achievements, challenges, and feedback received during the art program.
2. Provide insights into the effectiveness of art activities and events.
3. Include recommendations for improvements in future art programs based on observations and participant feedback.

Communication

1. Establish effective communication channels with art specialists, staff, and relevant stakeholders.
2. Provide regular updates and information to the team regarding art activities, schedules, and expectations.

Resource Management

1. Manage and allocate art supplies and resources efficiently for each activity.
2. Work closely with the art specialists to ensure they have the necessary materials for their respective art sessions.

Quality Assurance

1. Monitor and evaluate the quality of art activities, identifying areas for improvement.
2. Implement feedback mechanisms to enhance the overall artistic experience for participants.

Budget Management

1. Assist in developing and managing the budget for art-related activities and events.
2. Ensure cost-effective solutions while maintaining high-quality artistic standards.