

# **GIRLS AND LADIES ROCK CAMP GEAR MANAGER JOB DESCRIPTION**

## **DUTIES**

- Keep an up-to-date written inventory of all musical gear owned by camp including photos, date acquired, estimated value, and condition. Make updated inventory report available to Executive Director for grant writing, auditing and annual reporting purposes.
- Review the working condition of musical gear on an on-going basis and serve as central receiver of requests for repair/purchase from other staff.
- Take the lead on repairs of musical gear owned by camp. Out-source repairs as needed and approved by the Executive Director.
- Assess musical gear needs on an annual basis and present a recommended list of acquisitions within a budget provided by the Executive Director
- Place orders for and receive new gear.
- Integrate new donations into inventory.
- Assist with rentals or other acquisition of gear needed by camp that camp does not currently own
- Appropriately dispose of gear no longer needed by camp, whether via donation to another organization, sale, or garbage/recycle.
- Develop camp layout (ie room assignments) in conjunction with the Music Director and the Executive Director for each week of camp for Girls Rock Camp and for each weekend of camp for Ladies Rock Camp
- Supervise camp load in and setup in coordination with the Volunteer Coordinator, the Music Director, and the Executive Director.
- Supervise camp load out in coordination with the Volunteer Coordinator, the Music Director, and the Executive Director.
- Develop and communicate a gear movement plan for during camp sessions and assure other staff are aware of their gear movement responsibilities
- Assist with gear movement during Ladies camp sessions (since there are fewer staff at these sessions)
- Work with Music Director to assure arrangements are made to transport gear to and from the studio for recording sessions
- Assist with coordination showcase load in and load out. (note that at Ladies camp showcase load in conflicts with camp load out, so the Gear Manager will only be responsible for one of these)
- Assist with stage setup and stage management at showcases as needed under direction of the Music Director.
- Attend daily debrief meetings during camp weeks
- Assist Executive Director with daily end-of-day checks that power is off on all equipment, windows are closed, doors are locked and other venue security requirements are met.
- Attend all pre-camp orientation meetings (and/or provide a handout) and present gear expectations to other staff.

## **REQUIRED EXPERIENCE AND SKILLS**

- General understanding of use, maintenance, and repair of musical gear including (but not limited to) amplifiers, PAs, electric stringed instruments, and drum kits.
- Good organizational skills

## **HOURS**

The Gear Manager position requires additional work outside of regular camp hours throughout the year. Hours during camp sessions for the Gear Manager are flexible and vary according to camp needs, but in general will include attendance at:

- All pre-camp orientation meetings (if not able, provide a staff handout). Typically 3 meetings, 2 hrs in length.
- Camp load in the weekend before the first camp of summer. Typically a 6-8 hour commitment.

- Camp set up the weekend before each session. Typically a 4 hour commitment.
- Camp break down either the afternoon of the Friday of camp or the weekend after each session. Typically a 6-8 hour commitment
- Camp load out the weekend after last camp of summer. Typically a 4 hour commitment.
- Showcase load in and load out (note that at Ladies camp showcase load in conflicts with camp load out, so the Gear Manager will only be responsible for one of these).
- Attendance at daily staff debrief during camps
- If employed for Ladies Rock Camp, Gear Manager will attend throughout the camp weekend in order to assist with gear movement (since there are fewer staff at these sessions)

### **COMPENSATION/PAY**

- \$637 per week (girls camp) or weekend (ladies camp) put will be paid a monthly stipend of \$3185 annually
- Work at times of year outside of camp weeks/weekends is not directly compensated but is included in the above rate.

### **GENERIC ABILITIES/REQUIREMENTS**

- Demonstrate clarity on/understanding of GRC Mission Statement and ability to uphold during camp day
- Behave in a pleasantly assertive and energetic way with campers and staff
- Demonstrate ability to collaborate with others/be a team player
- Demonstrate good communication skills by
  - resolving conflict in a professional and constructive way
  - accepting constructive feedback and incorporating into job performance
- Work well under stress/stay positive in stressful situations
- Show ability to adapt/be flexible to changes in the daily schedule, job assignments, etc.
- Show respect for campers and fellow staff through timely arrival and communication with supervisors if circumstances arise that prevent timeliness or attendance
- Represent GRC and its staff in a positive light in the community
- Uphold the code of conduct by adhering to policy of no consumption of alcohol/illegal substances during camp/showcases and no smoking on campus or within eyesight of campers