



**Job Title:** After-School and Camps Director

**Department:** Operations

**Reports to:** Visionary/CEO

**Effective Date:** Immediately

**Job Summary:**

This is a leadership role. After-School and Camps Director is responsible for the day-to-day management of camps and after-school programs for ages 3-12. They will coordinate existing activities for students, develop new programs, communicate with parents, and supervise children to make sure they are safe & happy.

We are an Art Center, RAZ (Robertson Art Zone), located in West LA, near Beverly Hills. We inspire children and adults to tell their stories through art, and unlock their creativity using unique techniques and various art mediums. We have a wide array of art classes, camps, and events catered to both children and adults.

**Why work at RAZ:**

We are a unique company focused on transformational growth through art for children and adults. Our studio is a second home for both students and employees. We are proud to have a warm and exciting work environment that is quickly growing! We appreciate the unique talents each employee brings to RAZ.

**RAZ Big Promise:** Be YOU, Create & Elevate

**Our core values:**

1. Have passion
2. Be committed
3. Be a leader
4. Have flexibility
5. Be a team player
6. Shine Your Light

**Duties/Responsibilities:**

- Develop, plan, and manage after-school art programs and camps ensuring flawless execution
- Develop and organize course content, materials and supplies in partnership with teachers to deliver exceptional quality and a fun experience
- Manage and oversee inventory of course supplies driving cost efficiencies and availability
- Be present in classes from time-to-time to monitor quality and provide assistance, when needed
- Coordinate and supervise a team of counselors ages 12-16 to grow them as leaders

- Play an active role in hiring and training new exceptional teachers
- Communicate with marketing department to prepare content for the RAZ weekly newsletters and other promotions/social media
- Act as the primary point of contact for parent communication
- Ensure all classes and camps provide a child-friendly and safe environment

**Qualifications:**

- 3+ years experience working in an educational environment working with children.
- 3+ years of experience in operations and project management.
- Excellent organizational skills and attention to detail.
- Be able to multitask.
- Be a team player and a leader.
- Strong communication and interpersonal skills.
- Ability to adjust to unexpected issues and solve them.
- Enjoy working with children and adults.
- Basic knowledge of office software and google drive.
- Ability to prioritize tasks and delegate them when appropriate.
- A proven ability to meet deadlines.

**Advantage**

- Experience working with an art studio and/or the arts industry.
- Experience with the EOS or Clockwork business systems.
- Speak more than one language.

Please email your **resume and cover letter** after reading the requirements to:  
[raz@RobertsonArtZone.com](mailto:raz@RobertsonArtZone.com)

**Location:** 1046 S. Robertson Blvd, Los Angeles CA 90035. West LA/Beverly Hills.

**Compensation:** On-boarding and training for 6 weeks to 3 months- \$20/hour

**Job Type:** Part or full-time, 20-40 hrs per week.

**Schedule:** Monday to Friday, occasional Sundays

**Benefits:** Participate in RAZ events for free, use of studio supplies for personal art projects.