



## Gain experience. Be Creative. Make a difference. Have Fun.



Children's Musical Theater San Jose (CMT) is currently seeking passionate teaching artists, professional educators, and young performers for San Jose's most popular Musical Theater Summer Camp. Every summer, CMT brings in 80-100 employees and volunteers to make up its camp staff. As a Camp CMT staff member, you will gain valuable job experience that will look *great* on a resume; you will be part of a team of talented, like-minded individuals; you will have fun doing work that you enjoy; you will be challenged; you will be rewarded; you will make a difference in the lives of many young people.

### Program Details

Camp CMT runs several two-week sessions throughout the months of June, July, & August. Camp times are from 9 AM - 3 PM. This year we will hold four camp sessions onsite at our Creative Arts Center located at 1545 Parkmoor Ave. Two additional sessions will be held at Holy Family School in South San Jose, 1 Session at Galarza Elementary in Willow Glen, & 1 Session in Morgan Hill. The age of campers ranges from 4 - 14 years old. Campers are divided into small, stable groups, based on age and grade level. Core classes offered will include Voice, Acting, Dance, and Recital. Elective courses will vary each year and may include classes in "Theatrelympics," Stage Crafts, Improv, Acrobatics, Hip Hop, and more (let us know if there is a special class you would like to teach).

### Important Dates:

#### ORIENTATION & TRAINING

- **Sunday May 17**
  - 10am-12pm: NEW STAFF Training
  - 12pm-2:30pm CIT/COUNSELOR Training
  - 3pm-5:30pm: Instructor Meeting
- **Sunday May 31**
  - 12:30-3:30pm: All Staff Orientation
- **Sunday June 7 (CPR Training \*New & expired)**

#### SESSION DATES & LOCATIONS

- **CMT Creative Arts Center**
  - **Session 1 - June 8– 19 (no camp June 19)**
  - **Session 2 - June 22 – July 3 (no camp July 3)**
  - **Session 3 - July 6 – 17**
  - **Session 4 - July 20 – July 31**



- **Holy Family School**
  - Session A - June 15 – 26 (*no camp June 19*)
  - Session B - June 29- July 10 (*no camp July 3*)
  
- **Galarza Elementary School**
  - Session C – July 13- July 24
  
- **Morgan Hill – Jackson Academy of Math and Music**
  - Session M – July 20 – 30 (*no Fridays*)

**Available Positions:** (*See descriptions on the following page*)

We are currently seeking all the following positions:  
**Instructors, Office Managers, Counselors, and Counselors-in-Training (CITs) & Specialty Elective Instructors.**



TO APPLY:

**Please Fill out one of the following application forms by March 15<sup>th</sup>, 2026**

**INSTRUCTOR APPLICATION**

**COUNSELOR/CIT APPLICATION**

# Job Descriptions

**All positions are subject to PayScale starting at \$18.50-\$25 per hour**

## **Instructor – See more info. below**

The instructor is someone who loves their discipline (acting, voice, dance, or an elective) and wants to inspire kids by leading energizing activities in a structured environment. The camp day is divided into 6 class periods, so you will see up to 5 different groups of campers each day with at least one planning period. With assistance from the camp director, you will create a lesson plan in advance of each session to help the course stay on track. Working with the other instructors as colleagues, you will collaborate on preparations for the final recital. The instructor brings a love of theater to the classroom and is always organized, responsible, and prepared.

## **Camp Manager**

The Camp Manager is responsible for managing the day-to-day of the summer camp. This includes managing a staff of instructors, counselors, counselors-in-training (CITs) and office staff; communicating with parents; keeping accurate paperwork; and ensuring a safe environment. The camp manager is also someone who enjoys creating camaraderie among staff, seeks to make each camper's experience stellar, and ensures that each parent feels confident leaving his/her child at camp. The manager should take pride in providing excellent experiences.

## **Office Manager**

The Office Manager reports to the Camp Manager in the camp office. Daily tasks include but are not limited to: maintaining office files; assisting parents with forms; lunchtime supervision; assisting with medical needs; keeping the office tidy; greeting parents in a professional manner; facilitating communication among camp staff. The right person for this job has some experience at CMT's summer camp, and has strong organizational skills as well as excellent customer service.

## **Counselor**

Counselors must be at least \*16 years old and entering 11<sup>th</sup> grade in the Fall to be eligible. Counselors will be assigned a group of campers and will be responsible for the safety and well-being of their group throughout the camp day. Leading by example, counselors will participate in classes along with their campers and set good examples for the CITs working alongside them. The right person has strong leadership skills, likes working with kids, has a passion for theater, takes direction well, and is self-motivated. This is a paid position.

**\* If you are 15 and entering 11<sup>th</sup> Grade, you may be considered for a counselor position on a case-by-case basis.**

## **Counselor-In-Training**

This volunteer position is a good fit for a rising 9<sup>th</sup>, 10<sup>th</sup> or 11<sup>th</sup> grader who has a passion for theater and aspires to be a counselor in upcoming years. You will be assigned to a group of campers and will report to the counselor, assisting with managing the campers each day. This is a great opportunity to train for a future leadership position and earn volunteer hours for school!

## **Qualifications:**

**Counselors In Training (volunteers)** must be entering 9<sup>th</sup>, 10<sup>th</sup> or 11<sup>th</sup> grade in the Fall, show leadership potential and share a passion for musical theater and/or working with youth.

**Counselors (paid position)** must have one session of experience as a CIT (or equivalent experience) and must be entering at least 11<sup>th</sup> grade in the Fall.

**Instructors** must be High School Seniors, College Students or post grad and have significant experience working with youth. Expertise in their related field and a collaborative work style is required of all Instructors.

# INSTRUCTOR JOB DESCRIPTIONS

## **Recital Coordinator:**

Responsible for the planning, coordination, and execution of camp recitals. Oversee performance schedules, rehearsal logistics, and communication among instructional staff. Ensures all recital components run efficiently and professionally, including timelines, transitions, and show-day operations.

## **Dance Instructor:**

Provides structured dance instruction in age-appropriate styles. Prepares choreography for camp performances while promoting proper technique, coordination, and stage presence. Maintains a positive learning environment that supports skill development and collaboration.

## **Vocal Instructor:**

Delivers vocal instruction emphasizing healthy vocal technique, ensemble singing, and performance skills. Prepares campers for recitals through structured rehearsals while fostering musical accuracy, confidence, and expressive performance.

## **Stage Crafts Instructor:**

Creates Daily Activities for campers. Instructs campers in the design and creation of props and other arts & crafts projects. Oversee the safe use of materials and tools while supporting the visual components of camp productions. Encourages creativity and collaboration through hands-on learning.

## **Theaterlympics Instructor:**

Leads structured theater-based games and activities designed to develop acting skills, teamwork, and creative expression. Facilitates improvisation and performance challenges in an engaging, inclusive, and well-managed environment.

## **Elective Instructor:**

Facilitates specialized instructional sessions aligned with assigned elective topics. Designs and leads activities that support creative exploration, skill development, and engagement while contributing to overall camp programming goals.

## **Green Room Instructor:**

Responsible for supervising campers during camp after-hours care. Plans and facilitates daily age-appropriate activities that promote engagement, creativity, and positive social interaction. Ensures a safe, structured, and supportive environment while maintaining camp behavior expectations. Communicates effectively with camp leadership regarding attendance, schedules, and camper needs, and supports smooth transitions before and after instructional programming.