



Camp Manager

Luzerne Music Center | Lake Luzerne, NY

Full-Time, Year-Round | Benefits package

Luzerne Music Center (LMC), a summer music camp nestled in the foothills of the Adirondacks, seeks a **Camp Manager** to support its mission of providing world-class music education to young artists in a nurturing and inclusive environment. This role is ideal for a dynamic, organized professional with a passion for youth programming, community-building, and the performing arts.

About the Role

The Camp Manager plays a critical role in overseeing camper registration, recruitment, counselor supervision, and day-to-day summer operations. This position is a key liaison between campers, families, and staff, ensuring that all logistical and interpersonal aspects of the program run smoothly and with care.

Position Description and Duties

With support from the Vice President of Operations (VPO), the Camp Manager oversees a range of camp-wide functions, including summer staff management, student registration systems, and camper programming.

Registration & Recruitment

- Manage camper registration and scheduling systems.
- Oversee application processing, scholarship awards, and student admissions.
- Coordinate outreach efforts including audition events, school visits, and tabling.
- Maintain contact databases and manage recruitment collateral such as brochures.
- Communicate pre-camp and post-camp information to families and private teachers.

Summer Operations

- Liaise with parents and act as camp's primary communicator on student-related matters.
- Serve as point of contact for camper behavior concerns and incident reports.
- Provide on-site support during evening concerts and special events.
- Supervise Assistant Staff Manager and Head Counselor in camper oversight.

Personnel & Staff Oversight

- Recruit, hire, and supervise seasonal summer staff, including counselling staff.
- Update and implement handbooks and training programs.
- Evaluate performance and oversee supervision schedules.

Administrative Support

- Assist with Department of Health permit applications and inspections.
- Contribute to social media and communications efforts as needed.
- Support long-term planning and program development initiatives.

**Desired Qualifications**

- Experience in program coordination, youth leadership, or camp administration.
- Excellent organizational and communication skills.
- Ability to multitask, problem-solve, and juggle multiple responsibilities simultaneously.
- Prior experience working with families, educators, or artistic communities.
- Familiarity with music education or the performing arts.
- **Must reside on site during the summer season.**

Compensation

Salary: \$55,000 – \$63,000

Benefits

Benefits include health, vision and dental insurance plans, and paid vacation, personal and sick time.

Application Materials

To apply, we require you to submit the following materials to the Vice President of Operations, Emily Brown at ebrown@luzernemusic.org:

- A current resume
- Contact information for three references

Applications will be reviewed only after all materials have been received. At that point, we will contact you to let you know if we would like to schedule an interview. If you have any questions in the meantime, please feel free to reach out to us. Applications will close August 31, 2025.

Equal Opportunity for All

Luzerne Music Center celebrates diversity in all forms and is committed to creating an inclusive and equitable environment in all aspects of employment. As an equal opportunity employer, LMC does not discriminate on the basis of race, creed, color, national origin, sexual orientation, gender identity or expression, sex, ability, military status, marital status, age or any other groups or persons protected by federal, state, or local law. To read our full commitment to Diversity, Equity, and Inclusion, please visit luzernemusic.org/dei.