

Ferrwood Music Camp DVD Manager Application

Deadline for this application is **Wednesday, February 29th 2012**. All applications **must be received by this date** in order to be considered.

Mail all Applications to

Sarah Lagana
735 West Diamond Ave.
Hazleton, PA 18201

You are applying for a job as the DVD manager at Ferrwood Music Camp. The DVD manager is responsible for putting forth a high-quality, artistic and expansive DVD each week for all campers. The DVD should include picture slideshows, clips and video footage of activities, lessons, concerts, performances, etc. throughout each week of camp. The DVD manager is responsible for taking all pictures/footage at the camp, uploading it to a program of choice on his/her computer, and creating a playable DVD to be sold to campers. The DVD manager is responsible for burning/labeling all DVDs and delivering them to the director who will mail them to campers. The DVD manager will be part of the staff and will be expected to act modestly and responsibly as he/she will be around campers each and every day. The DVD manager will be expected to work and cooperate with the camp director, technical advisor, counselors and the activities director. Major decisions must be cleared with the camp director. Please note that if requested, the DVD Manager must not take any pictures or footage of any staff member, faculty member or camper who does **not** want to be photographed. **Pay is \$100 per week plus \$2 on every DVD sold. One full week of work at Ferrwood includes arrival at 12 p.m. Sunday afternoon and departure after the Student Performance Friday evening.**

Absolutely no alcohol, tobacco or drugs are allowed on the property of Ferrwood Music camp! Alcohol, tobacco or drugs are not allowed at any time, even if no children are on the premises. Failure to abide by this rule will result in immediate dismissal from camp without pay. Under-aged drinkers will be reported to the police as well as to their parents – no exceptions. A DVD Manager who is of legal drinking age will have a letter sent to his/her college/university or place of employment. The DVD Manager reports directly to the camp director who will have full authority during the camping season. Always keep in mind that you are a **role model** to campers, regardless of age. They look to you as an example; you are **required** to abide by the same rules that campers do concerning relationships, dating, boyfriends and girlfriends. *The DVD Manager can always challenge a decision made by the director and/or music director to the President of the Philharmonic who will have the ultimate authority to render a final decision. Proper chain of command must be followed before the President of the Philharmonic is involved.* The DVD Manager will be permitted on and off site as instructed by the director of Ferrwood Music Camp. If the DVD manager is going to reside on campus, he/she is **required** to have the Child Abuse Clearance and Criminal History Clearance on file with the Hazleton Philharmonic.

No one will be permitted to re-enter the camp after **11 p.m.** each night until the gates are re-opened the following morning due to safety concerns. Anyone locked out must find an alternative place to stay during the night.

**High school students do not need clearances on file.*

For returning Ferrwood Staff Members: If you worked for Ferrwood from the 2010 season on, copies of your clearances are on file with The Hazleton Philharmonic. **You need not resend clearances. Clearances will **expire 5 years** from when you first sent them to work at Ferrwood.*

PA citizens: **Copies ONLY of the **Child Abuse Clearance CY113** and **State Police Request for Criminal History SP4-164** are to be included in the same envelope along with this application. Applications sent without copies of these clearances **will be viewed as incomplete and will not be read or considered.** The Child Abuse clearance requires a **\$10 money order** and takes several weeks to arrive. The Criminal History clearance requires **\$10** to be paid by credit card and can be done instantaneously.*

Link to Child Abuse form: <http://www.dpw.state.pa.us/Resources/Documents/Pdf/FillInForms/DPWchildabuse.pdf>

Link to Criminal History Clearance:

<https://epatch.state.pa.us/Home.jsp;jsessionid=97D023D2A71246B5E2B9F5053843D1D2>

*(For **Criminal History Check** -- On the left hand side under "Credit Card Users," please select "Submit a new record check." This requires \$10 to be paid by credit card and can be printed immediately.)*

Non-PA citizens: You MUST supply a copy of your certificate, license and/or whatever clearances are required to work in a public school system in your hometown or state.

I understand the requirements of the position and I am willing to abide by the guidelines. I also understand that without accompanying, valid copies of these clearances, my application will not be considered.

Signature: _____ Date: _____

Name: _____

Address: _____

Phone: _____ (Please make sure this number is operational.)

E-Mail: _____ (Almost all notifications/letters are sent from the director solely through e-mail. Please list whatever address is checked **most frequently** and make sure this address is functional! You will be alerted by e-mail whether or not you have been hired.)

Date of Birth: _____

Are you a graduating, degreed professional? ____ Yes ____ No

If Yes...

- Date of graduation from college: _____
- School where you graduated from: _____

- Where are you currently employed? _____

If No...

What are you studying in college?

Check here if still in high school: _____

Have you ever attended Ferrwood? ____ Yes ____ No

If so when and in what capacity?

What weeks would you be able to work at Ferrwood Music Camp?

- ***Both weeks** (July 10th-22nd): _____
- **Week 1 only** (July 10th - 15th): _____
- **Week 2 only** (July 17th - 22nd): _____

Are you planning to reside on the grounds of Ferrwood Music Camp while you are working?

- Yes _____
- No, I have other accommodations _____

**If staying the full two weeks, you cannot reside at the camp the weekend in between the two sessions. Please make other arrangements or return home in between weeks. If this is not possible, an e-mail must be sent to the director.*

I have somewhere else to live the Friday night – Sunday morning weekend in between the 2 weeks of camp: ____ Yes ____ No

Work Experience:

1.) Name of Employer: _____

Dates of Employment: _____

Capacity:

2.) Name of Employer: _____

Dates of Employment: _____

Capacity:

3.) Name of Employer: _____

Dates of Employment: _____

Capacity:

Please provide us with the names of 3 references that can vouch for your character.

Name of Reference: _____

- Position of Reference: _____

- Phone Number: _____

Name of Reference: _____

- Position of Reference: _____
- Phone Number: _____

Name of Reference: _____

- Position of Reference: _____
- Phone Number: _____

Have you ever worked with DVD programming software and/or created DVDs of this kind before?
____ Yes ____ No

If so when and in what capacity?

Do you have any allergies? ____ Yes ____ No

If so what are they?

Do you have any physical limitations that would require work-related accommodations?
If so, what are they?

Do you have any medical conditions or dietary restrictions that we would need to be made aware of? If so, what are they?

Of all the people who are applying for this position, why should we hire you? (*Use **ONLY** the space provided.*)