Employment Opportunity: Admissions Registrar

Blue Lake Fine Arts Camp seeks applicants for the Registrar in the Admissions Office at Blue Lake Fine Arts Camp. This full-time administrative position manages summer camp participant registration, provides professional customer service and assistance to prospective participants and enrolled families, oversees Front Office operations, and provides administrative office support in other areas. The Registrar works to complete a range of responsibilities, such as:

- Promoting effective customer service within Admissions, Scholarships, and Front Office
- Managing accounts, registrations, and related data; maintaining records and reports
- Processing payments, scholarships, and incentives
- Coordinating individual and mass camper-family communications
- Overseeing bulk mailing initiatives for the summer camp division

The ideal candidate for this position will bring previous administrative experience, as well as strong organizational and interpersonal skills. Blue Lake's administrative team encourages a high-energy, positive, collaborative environment for those interested in meaningful work. A strong background in a variety of software platforms is required, including Microsoft Office, Google Suite, and others. Working knowledge of a multi-line phone system and previous experience with Blue Lake Fine Arts Camp (as student, employee, or parent) is preferred. Must be willing to work non-traditional hours during the summer season.

Located in Muskegon County in West Michigan, Blue Lake Fine Arts Camp, Inc. is a well-established, nationally recognized non-profit organization comprised of three major divisions, including a summer school of the arts, an international exchange program, and a classical and jazz public radio station. In operation for more than 60 years, Blue Lake annually serves 4,000 students and families, 35,000 radio listeners, and countless concert goers as a part of its mission to further arts education for all.

Blue Lake seeks to fill the Registrar position immediately, with a start date to commence in Fall of 2026. The new Admissions Registrar will have the opportunity to work side by side with the current registrar during a period of transition. The position includes a full time salary and the following benefits: fully employer-funded health care, life insurance, pension, paid vacation and sick time, and optional employee funded 401-k investment plans. Interested applicants should submit a cover letter, résumé, and general application with three professional references, here: Blue Lake Application

For more information, contact:
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Blue Lake Fine Arts Camp is an equal opportunity employer

Posted: August 7, 2026