

**Department of Human Resources**

**OPESU Job Description**

**Job Title:**  Theatre Coordinator: Nozhem: First Peoples Performance Space

**Job Number:**  A-369

**Band:** 5

**NOC:**  1221

**Department:** Chanie Wenjack School for Indigenous Studies

**Supervisor Title:** Director, Chanie Wenjack School for Indigenous Studies

**Last Reviewed:** November 5, 2018

## Job Purpose

The Theatre Co-ordinator will provide ongoing general administrative support needed for IPS courses and Nozhem: First Peoples Performance Space (FPPS): the teaching/learning lab of applied knowledge for the theory and praxis of diverse performance cultures for Trent University activities in performance studies.

Key Activities:

1. Oversees all aspects of Nozhemincluding scheduling academic performance classes and student rehearsals arising from those classes (for final year-end class presentations for invited audiences for fall, winter and summer semesters). Scheduling will include student productions affiliated with performance classes, as well as student clubs affiliated with various departments across the university. Scheduling also includes artists’ residences with alumnae from university performance programs, as well as PhD and MA students working in performance. Also includes IPS outreach to regional Aboriginal Education Communities (AEC) to hold ceremonies (the roots of Indigenous performance cultures) in Nozhem, which also includes the Manoo Community youth and family workshops in culture and Anishinaabemowin. IPS also celebrates Aboriginal Language Day with children who attend First Nations language programs in their schools who come to perform in Nozhem and interact with Trent Students working in Indigenous Languages.
2. Work closely with user groups, instructors and technical professions to coordinate rehearsal and show times.
3. Engage technical staff, and organize student volunteers for productions that require Lights and Sound.
4. Develop and assist in delivering appropriate technical and stage management training workshops, including in class training for components of the IPS program
5. Oversee front of house and performance event assistants, ensure the space is safe and secure before, during and following events.
6. Act as Stage Manager for student shows as required.
7. Manage reservation bookings for performances presented by, or affiliated with, IPS.
8. Support IPS programto create and distribute promotional materials for community events and productions.
9. Monitor and appraise needs of Nozhem for repairs, upgrades and maintenance of equipment and infrastructure as required.
10. Ensure that the space is clean and stocked with materials required for smooth operations.
11. Actively engage with External Users, being their single point of contact for throughout their stay.
12. Familiarity with the Wenjack School, the broader university and the surrounding community and capability to assist with any requirements or to redirect inquiry to appropriate source.
13. Provide information regarding the protocols and policies for Users of Nozhem, ensuring that documents and appropriate User agreements are secured.
14. Organize and attend IPS Faculty and Production meetings when required.
15. Collaborate with Director, Faculty and Wenjack School to ensure budgets and reports are on track and communications are clear and shared appropriately.
16. Support IPS program by assisting in the creation of reports for IPS activities as well as prepare archives for these activities.
17. Schedule Nozhem Office for faculty, TA and performance staff as needed.

## Education

Honours University degree or equivalent in relevant work experience in a related field, or a combination of education and experience.

## Experience Required

1. A minimum of 1-3 years of experience in a theatre / production capacity preferably in an academic setting.
2. Experience supporting Indigenous students, faculty, staff and community in a performance capacity
3. Demonstrated teamwork and conflict resolution skills
4. Demonstrated ability to manage projects and programming, and coordinate students and volunteers
5. Excellent oral and written communication skills;
6. Demonstrated self-directed and independent problem-solving and work experience.
7. Must be available to work evenings and weekends as required.
8. Proficient in the use of computer applications such as Microsoft Word, Excel, Power Point. Knowledge of Adobe Creative Suite as asset.

## Analytical Reasoning

* Ability to understand, analyze and synthesize complex data and to execute a schedule of activities under pressure and working to deadlines.
* Understand and identify priorities and to create a schedule of plans to secure the performance objectives in a timely basis.
* Understand and choose between competing goals and objectives to determine suitable course of action.

## Responsibility for the Work of Others

Direct Responsibility for the work of others:

Event Volunteers

Indirect responsibility for the work of others:

Students – volunteering or employed to assist with performances, direct their work

Performers – exchange information, ensure they are using the space safely

## Communication

Internal:

* Marketing and Communication: prepare news stories and articles for external sources, promotional videos, website management and brochures
* Academic Departments – AGRS, ENGL, CUST, EDUC, INDG
* Student Clubs: Anne Shirley Musical Theatre (supported by the English department), Classics Drama (supported by AHCL), Cultural Outreach program (supported by the International Program), and the Trent Dance Team (supported by IPS).

External:

* First Nations, Indigenous Organizations, Peterborough and Durham Community Agencies to support and develop relationships for prospective student volunteer placements, training and supervision, by coordinating the needs of host agencies with the needs of the Program and students.
* General Public, to act as a resource;

## Motor/ Sensory Skills

* Equilibrium - working with ladders and high elevations
* Coordination - Climbing in and around equipment
* Visual – inspection of overall space for problems, maintenances requirements
* Hearing – headset communications where visuals are lacking

## Effort

Mental:

* Work often occurs under pressure and to deadlines

Physical:

* Carrying, pushing, pulling, walking, standing, climbing, extending, reaching, bending, kneeling, sitting, remaining motionless, keyboarding
* Ability to lift 40 lbs.

## Working Conditions

Psychological:

* Complaints, quick changing priorities
* Dealing with artistic temperaments, disgruntled patrons and users