



University Students' Council – Position Description

Position Title:	Theatre Western Coordinator
Supervisor:	Student Programs Officer
Remuneration:	Honoraria \$1000 (\$500 per semester)
Hours of Work:	5 - 7 hours per week average, 10 - 20 hours during peak time
Term:	May 1 – April 30 th

OVERVIEW:

Bring the joy and sparkle of Broadway to the Western stage. In this role, you will facilitate the annual theatre production, a festival of student-written short plays, and a musical production. You will have the opportunity to oversee everything from the selection of props, to casting, to set and costume design, and the coordinator of the crew members. You'll also help bring actors and stars to life by coordinating workshops and professional development opportunities in the field.

DUTIES AND RESPONSIBILITIES:

- Act as Chair and oversee the selection of the Theatre Western Committee in consultation with the Programming Associate and Student Programs Officer.
- Coordinate the selection of theatre, short play and musical productions in collaboration with the Theatre Western Committee, the Programming Associate and the Student Programs Officer.
- Work with the USC Productions Department to design, plan and execute each Theatre Western production, including all contractual bookings, endorsements and access agreements.
- Act as the producer for the three selected theatre productions and any other Theatre Western events. Supervise the cast and crew members of the individual productions.
- Oversee all logistical and physical aspects of all productions including casting, production of props, costumes and set, coordination of crew members and promotion of productions.
- Oversee all promotional aspects for the productions, including ticket sales, marketing campaigns, and other promotional initiatives.
- Coordinate the recruitment and activities of all Theatre Western volunteers and oversee the audition process for all productions.
- Oversee the planning of a Theatre Western trip to view an off-campus production.
- Oversee the Theatre Western Workshop program provided for students interested in learning about acting, producing and any other topic the coordinator deems appropriate to include.
- Contribute to the budgeting and event proposal process with the Student Programs Officer for all portfolio initiatives.

- Maintain frequent communication with the Programming Associate and the Student Programs Officer to maintain consistent visioning and outcomes.
- Adhere to USC bylaws, policies, and procedures.
- Complete an interim report at the end of the fall academic term (December) and a final report at the end of the winter academic term (April) in compliance with the USC's Final Reports Procedure.
- All USC Coordinators are encouraged to promote each other's events. This will ultimately benefit everyone in their efforts to promote their initiatives.

QUALIFICATIONS:

- All Coordinators must be an undergraduate student as defined by Western University during the school year they are in the Coordinator role.
- A Coordinator cannot be a USC Councillor during their term as a Coordinator.

KNOWLEDGE, SKILLS and ABILITIES:

- *Interpersonal Communication:* The Theatre Western Coordinator position requires strong interpersonal communication skills, given the need to work concurrently with a number of project stakeholders. Able to provide constructive feedback to project stakeholders and communicate expectations effectively through written and oral mediums.
- *Project Management:* The Theatre Western Coordinator will act as project manager for all the projects incumbent upon the Theatre Western Committee to accomplish. Strong organizational and time management skills are paramount to the success of these projects. The Theatre Western Coordinator should be flexible, able to critically assess and troubleshoot problems and demonstrate effective problem solving in the role.
- *Group Facilitation:* In leading the Theatre Western Committee, the Coordinator should have effective group facilitation skills to ensure a positive and productive experience for all members. Willing to utilize a diverse range of team member skills, recognizes how team members can serve to complement one another. Able to effectively facilitate team decision-making processes, especially when navigating collaborative creativity among team members. Fosters team culture that supports consensus building and the development of its members.
- *Finance Acumen:* The Theatre Western Coordinator should be financially literate and have some accounting/budgeting experience.
- *General:* The Theatre Western Coordinator should have previous experience with Theatre Western or another theatre production company.

TRAINING:

- The Theatre Western Coordinator will be required to attend all USC-mandated training sessions for Coordinators, as determined by the Student Programs Officer and the USC Volunteer Services Department.

The Theatre Western Coordinator will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.