



University Students' Council of the University of Western Ontario  
*Position Description*  
**THEATRE WESTERN COORDINATOR**

**EFFECTIVE:** 01/01/16

**AUTHORITY:** Executive

**RATIFIED BY:** Executive

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**1.00 POSITION TITLE: THEATRE WESTERN COORDINATOR**

**2.00 POSITION OVERVIEW:**

- (1) Under the direction of the Student Programs Officer, the Theatre Western Coordinator will oversee, plan and execute the USC's annual theatre production, student-written short play festival and musical production.

**3.00 PRIMARY RESPONSIBILITIES:**

- (1) Act as Chair and oversee the selection of the Theatre Western Committee in consultation with the Programming Associate and Student Programs Officer.
- (2) 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.
- (3) Work with the USC Productions Department to design, plan and execute each Theatre Western production, including all contractual bookings, endorsements and access agreements.
- (4) 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.
- (5) 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.
- (6) Oversee all promotional aspects for the productions, including ticket sales, marketing campaigns, and other promotional initiatives.
- (7) Coordinate the recruitment and activities of all Theatre Western volunteers and oversee the audition process for all productions.
- (8) Oversee the planning of a Theatre Western trip to view an off-campus production.
- (9) 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.



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- (10) Contribute to the budgeting and event proposal process with the Student Programs Officer for all portfolio initiatives.
- (11) Maintain frequent communication with the Programming Associate and the Student Programs Officer to maintain consistent visioning and outcomes.
- (12) Adhere to USC bylaws, policies, and procedures.
- (13) 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.
- (14) All USC Coordinators are encouraged to promote each other's events. This will ultimately benefit everyone in their efforts to promote their initiatives.

### 4.00 QUALIFICATIONS:

- (1) *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.
- (2) *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.
- (3) *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.
- (4) *Finance Acumen:* The Theatre Western Coordinator should be financially literate and have some accounting/budgeting experience.
- (5) *General:* The Theatre Western Coordinator should have previous experience with Theatre Western or another theatre production company.



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### **5.00 TIME COMMITMENT:**

5.01 This position requires varying time commitments:

- (1) March to September: 2 – 3 hours per week
- (2) September/October: 10 – 15 hours per week
- (3) Week leading up to and week of productions: variable, as needed
- (4) The Theatre Western Coordinator shall participate in the transition of responsibilities with their successor in the months preceding the end of their term.

### **6.00 TRAINING/SUPPORT:**

- (1) 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.
- (2) The Theatre Western Coordinator will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.
- (3) Throughout their term, the Theatre Western Coordinator will have the opportunity to strengthen their leadership, critical thinking, project management, and communication skills through professional development workshops and experiential learning facilitating by the Volunteer Services Department.

### **7.00 LEARNING OUTCOMES:**

- (1) The Theatre Western Coordinator will learn how to manage a project from start to finish, working with a variety of different stakeholders to creatively execute programming throughout the year.
- (2) The Theatre Western Coordinator will learn how to develop effective group facilitation skills in addition to becoming more proficient in supervising and managing volunteers.
- (3) The Theatre Western Coordinator will also gain comparable experience to that of a manager for a small theatre production company.

### **8.00 COMMUNITY IMPACT:**



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- (1) If successful, the Theatre Western Coordinator will contribute to a more vibrant and multi-dimensional art culture on campus by showcasing artistic talents of students through programming.
- (2) Theatre Western enriches the lives of those who take an active part in it, as well as those in the community who benefit from live theatre productions.

### **9.00 EVALUATION:**

- (1) The Theatre Western Coordinator will participate actively with their supervisors in conducting formative and summative performance assessments.
  - i. Formative Assessment is an ongoing process of dialogue and informal feedback in which Supervisors and volunteers determine their level of satisfaction in the position and identify further learning needs for successful job completion.
  - ii. A summative assessment is conducted at the end of a volunteer's term in order to qualify their volunteer experience, identify individual learning outcomes, and evaluate overall job performance. Two forms of summative assessment will be conducted: Supervisory Assessment and Self-Assessment.

### **10.00 COMPENSATION:**

- (1) The Theatre Western Coordinator shall receive two honourarium payments of \$500.00 as compensation for their work.
- (2) In order to receive the first honourarium payment, the Theatre Western Coordinator must:
  - i. Remain within the position until January 1<sup>st</sup> in the relevant academic year;
  - ii. Submit an interim report to the primary supervisor by the end of the fall term; and,
  - iii. Receive written notice of approval of the interim report, in terms of meeting content and format requirements under the Final Report Procedure, by the primary supervisor.
- (3) In order to receive the second honourarium payment, the Theatre Western Coordinator must:
  - i. Remain within the position until April 30<sup>th</sup> in the relevant academic year;



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- ii. Submit an final report to the primary supervisor by the end of the fall term; and,
- iii. Receive written notice of approval of the final report, in terms of meeting content and format requirements under the Final Report Procedure, by the primary supervisor.

**11.00 SUPERVISION:**

(1) Primary supervision: Associate, Programming

- i. Executive Oversight: Student Programs Officer

(2) Additionally, the Coordinator will receive support from the Programming Associate and the Volunteer Services Department.