University Students’ Council – Position Description

Position Title:                           Theatre USC Coordinator
Supervisor:                             Vice President Student Support & Programming
Remuneration:                           Honoraria $3000
Hours of Work:                          5-8 hours per week average, 10-15 hours during peak time
Term:                                  August 1st – April 30th

OVERVIEW:

Bring the joy and sparkle of Broadway to the Western stage. The Theatre USC Coordinator is expected to facilitate the USC’s annual theatre production; a festival of student-written short plays; and annual music production. You will play a role in all aspects of the execution of these events, including but not limited to project management; the coordination and recruitment of cast and crew; and prop, set, and costume design. You will also be expected to execute professional development opportunities such as workshops for budding performers on campus.

DUTIES AND RESPONSIBILITIES:

● Act as Chair and oversee the selection of the Theatre USC Committee in consultation with the VP Student Support & Programming and AVP Programming.
● Coordinate the selection of theatre, short play, and musical productions in collaboration with the USC Theatre USC Committee, the AVP Programming, and the VP Student Support & Programming, with an explicit consideration for equity, diversity, and inclusion.
● Work with the USC Productions Department to design, plan and execute each Theatre USC production, including all contractual bookings, endorsements and access agreements.
● Act as the producer for the three selected theatre productions and any other Theatre USC 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 USC volunteers and oversee the audition process for all productions.
● Oversee the Theatre USC 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 AVP Programming for all portfolio initiatives.
● Maintain frequent communication with the AVP Programming and the VP Student Support & Programming to maintain consistent visioning and outcomes.
● Maintain an active working relationship with the VP Student Support & Programming and AVP Programming.
Inform the VP Student Support & Programming and the USC Executive of the scheduled Theatre USC initiatives via the provided USC Communications Submissions Form and through communication with the AVP Programming.

- Adhere to USC bylaws, policies, and procedures.
- Respect the authority of the USC Executive, specifically the expectations communicated by the VP Student Support & Programming.
- Asks for help with projects and tasks where needed.
- Complete an interim and final report 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.
- Sit on working groups and committees at the request of the VP Student Support & Programming.

QUALIFICATIONS:

- All Coordinators must be an undergraduate or professional student as defined by Western University during the school year they are in the Coordinator role.

- A Coordinator cannot hold another USC paid position, USC Councillor position, or Director position on the USC Board of Directors.

KNOWLEDGE, SKILLS and ABILITIES:

- **Interpersonal Communication:** The Theatre USC 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 USC Coordinator will act as project manager for all the projects incumbent upon the Theatre USC Committee to accomplish. Strong organizational and time management skills are paramount to the success of these projects. The Theatre USC 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 USC 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 USC Coordinator should be financially literate and have some accounting / budgeting experience.

- **General:** The Theatre USC Coordinator should have previous experience with Theatre USC or another theatre production company.
TRAINING:

● The Theatre USC Coordinator will be required to attend all USC-mandated training sessions for Coordinators, as determined by the Vice President Student Support and Programming and the USC Human Resources Department.

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