



JOB POSTINGS – SUMMER THEATRE PROGRAM 2018

Oshawa Little Theatre is now welcoming applications from individuals interested in working on the delivery of our sixth annual summer theatre program. Applications must be submitted for specific positions and are to be sent by email to **Amanda Klein, Education Director**, at education@oshawalittletheatre.com. Deadline for submissions is Tuesday March 27th at 5:00PM. Interviews will be conducted shortly thereafter.

SUMMER PROGRAM COORDINATOR

Remuneration: honarium; approx. 50-70 hours total
Commitment: majority of time required in late-May and June, some availability expected throughout the summer sessions.

The Summer Program Coordinator shall work with the Education Director of Oshawa Little Theatre in the planning, preparation, development of curriculum, organisation and execution of the summer theatre program. The Coordinator will assist in the hiring of the program's instructors and support staff, shall handle all administrative affairs, and will work to ensure the successful execution of all creative programming. A final report on the successes and growth opportunities of each session shall be prepared by the Summer Program Coordinator at the end of the August.

LEAD INSTRUCTOR

Remuneration: hourly, based on 37.5 hours per week, July 3rd – Aug 17th.
Commitment: full time during the July and August sessions; some availability in the first week of July..

Reporting to the Summer Program Coordinator, the Lead Instructor shall be the primary teacher responsible for delivering the identified curriculum for each session in conjunction with the program's support team. The Lead Instructor will be responsible for guiding the staff and participants towards a final, performance-based product. Duties include coordinating all seminars, guests and workshops, and acquiring any materials needed to support the program. The Lead Instructor will aid in recruitment of youth for the program and ensure the safety, security and occupation of all participants at all times. This includes ensuring safe pick up by the approved parent/guardian(s). Working with the Education Director and the General Manager, the Lead Instructor will ensure safe and responsible use of any theatre-owned equipment and materials, and shall work within the given budget to create and excellent experience for those enrolled in each session.