



OSHAWA LITTLE THEATRE

62 Russett Avenue  
Oshawa, Ontario  
Canada, L1G 3R5

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## THEATRE DIRECTOR (PROGRAM COORDINATOR)

### SUMMER YOUTH THEATRE PROGRAM

Anticipated Start Date: June 5, 2023  
Contract Length: 10 weeks  
Hours per Week: 35 hours  
Number of Positions: 1

OLT is looking for YOU! A dynamic, well-organized, passionate person who is experienced in youth education and all aspects of theatrical production to serve as Theatre Director (Program Coordinator) for our highly regarded Summer Youth Theatre Program. The Summer Youth Theatre Program operates for 6 weeks during the months of July and August.

The Theatre Director (Program Coordinator) will be responsible for assisting in the development of a dynamic six-week summer theatre education program for youth in Oshawa and the surrounding Durham Region. The Theatre Director will work with the Director of Education to develop the program, select pieces to perform, assisting in the selection of staff to help run the program, oversee staff training, program safety, execution and delivery including all educational seminars, workshops, and exploratory rehearsals designed to inspire and intrigue, as well as to develop theatrical and life skills. They will aid in recruitment of youth for the educational program and ensure the safety, security, and occupation of participants at all times, as well as ensuring that participants and their guardians adhere to all current health and safety guidelines while on site. They will work together with the education director, program director and general manager with regards to the usage of any theatre-owned equipment and materials. They will work within the given budget and content guidelines to create and deliver excellent programming for those enrolled in each session of the program and will present a final written report on each session to the Education Director.

Oshawa Little Theatre provides education and mentorship opportunities to children and youth through performance and technical theatre programs, which operate year-round. Oshawa Little Theatre provides volunteer and educational opportunities for interested parties of all ages in all areas of theatre development. Oshawa Little Theatre's educational programming supports youth in our community. We provide theatrical training and employment opportunities without bias and welcome those who self-identify as disabled, minority, special needs and LGBTQ2+. We are officially recognized within our community as a leader in youth programming and support.

To apply, please send a resume and detailed cover letter to the Director of Education and Equality, Diversity and Inclusion, Miguel Esteban, at [mesteban@oshawalittletheatre.com](mailto:mesteban@oshawalittletheatre.com)

The deadline to apply is midnight, May 24, 2023. Interviews will be conducted via Zoom during the week of May 29<sup>th</sup>.

Oshawa Little Theatre is an inclusive working environment and welcomes applications from all qualified candidates. We actively encourage applications from members of groups with historical and/or current barriers to equity including those from Indigenous Peoples, Black and other racialized people, people with disabilities, people from gender and sexually diverse communities, linguistic minorities in their respective province/territory, and/or people with intersectional identities. If you need any accommodation pertaining to accessibility throughout the application or interview process, please do not hesitate to make a request. Thank you to all applicants – however only those selected for an interview will be contacted. For more information on Oshawa Little Theatre – please visit our website: [www.oshawalittletheatre.com](http://www.oshawalittletheatre.com)

## Qualifications

This job is part of the Canada Summer Jobs Program. As per the requirements of the program, candidates need to meet the following criteria. Please ensure you review the below before applying:

- Be between 15 and 30 years of age at the start of the employment;
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment;
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations;
- The candidate must be 15 years of age at the beginning of the employment period. The youth may be more than 30 years of age at the end of the employment period, as long as the youth was 30 at the beginning of the employment period;
- International students are not eligible participants. International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada. Youth awaiting a refugee status ruling, as well as those who hold a temporary visitor visa, youth visa or work visa are ineligible. As the objective of the Canada Summer Jobs program is to support youth entering the Canadian labour market, the temporary nature of an international student's time in Canada does not allow for a long-term connection to the labour market.