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| Job Title | CAT Youth Theatre Associate Program Director |
| PVN ID | VA-2503-006745 |
| Category | Managerial and Professional |
| Location | OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS |
| Department | CAT |
| Status | Full Time |
| Annual Salary | \$60,000.00 - \$63,000.00 |
| Hour(s) a Week | 35 |
| Closing Date | May 10, 2025 (Or Until Filled) |

General Description

Serves as the Associate Director of the Youth Theatre Program, and reports to the Program Director. Assists the Program Director with the design/creation of curricula, workshop sequences, productions and overseeing implementation of all projects.

Is responsible for specified projects as agreed; currently that encompasses planning and overseeing implementation of all Junior YT projects. Hires, trains and supervises artistic & production staff to implement projects and foster individual growth and insure the quality delivery of services.

Other Duties

- Develop knowledge and understanding of Creative Arts Team & CAT Youth Theatre policies, pedagogy, procedures, personnel & youth theatre members;
- Create work and develop methodology that is demonstrably appropriate and relevant to the changing needs of the young people, parents, audiences and host institutions;
- Plan and lead weekly sessions, and rehearsals. Inform work with appropriate research;
- Work with the Program Director (PD) to develop annual plans. Create schedules, and be responsible for production schedules, and Junior Youth Theatre schedules;
- Assist the PD to complete the development and rehearsal of projects to meet all agreed deadlines. Develop annual plans for the Junior Youth Theatre, and ensure the completion of all projects to meet agreed deadlines;
- Work within agreed budgets;
- Reflect on the work, assess long term goals and submit assessments, reports, production needs forms, statistics, financial production completes in a timely manner;
- Record anecdotal evidence of effect of program on participants;
- Liaise with young people and key adults in participants' lives (families, teachers);
- Seek to develop basic knowledge of support organizations and resources available to young people;

- Instigate discussions, meetings, plans to meet needs of program and develop youth theatre policy;
- Help organize/hold auditions and/or interviews and lead training activities for contracted employees as required;
- Liaise with and supervise contracted employees as required, brief and supervise production staff and back stage staffing. Offer continuous assessment and developmental support to all staff, and share the formal annual evaluation process with the PD;
- Help with the monitoring of compliance and adherence to CAT procedures; problem-solve as necessary;
- Develop, train, co-ordinate (programmatically) and implement professional developments as required;
- Oversee and assist in the creation of resource guides, staff development and other support materials;
- Observe and discuss the work of other CAT programs as appropriate and agreed; Contribute to artistic/educational forums designed for senior program staff; Contribute internally to the overall development of CAT policy;
- Present at conferences etc. as appropriate;
- Be responsible for own on-going professional development, and take advantage of at least one agreed professional development experience annually;
- Other duties assigned.

Qualifications

- Experience devising original theatre
- Experience working with young people and/or directing theatre (experience of both preferred);
- Knowledge and understanding of the field of Applied Theatre and/or Educational Theatre;
- A Bachelors Degree from an accredited college and 5 years of work experience in the required fields, **OR**
- A Masters Degree from an accredited college and a minimum of 3 years of work experience in the required fields
- **AND**
- Demonstration of the specific competencies required at the time of hire.

CORE COMPETENCIES:

Ability to -

- devise original theatre from the ideas of the participants; direct a theatrical product;
- communicate and work productively with young people;
- structure curricula and learning;
- initiate, plan, organize, prioritize, and implement multiple projects and assignments;
- work independently and as part of a team;
- supervise other staff; coordinate the efforts of support staff, volunteers and young people;
- communicate effectively with diverse clients and staff, providing accurate and appropriate information; articulate policies and procedures in response to inquiries; draft basic-to-complex reports;
- identify artistic / educational and personnel problems and handle complaints, resolve conflicts, and refer issues appropriately to supervisors;
- And a commitment to working in culturally diverse settings and using youth centered practices; enthusiasm for working with teenagers