Position: Excetera X Director (2 positions)

Term of Position: 6 months (August 29th 2016 – February 28th 2016)

Some non-traditional hours of work (e.g. evenings and weekends) will be required.

Remuneration: $900 honorarium

POSITION SUMMARY:

The Student Experience Office (SEO) at Queen’s aims to prepare and support students to achieve not only their personal, social, and academic goals, but also their professional and community aspirations. The SEO supports co-curricular learning and development by offering programs and services to orient students to university life, support their successful transitions into and through university, and encourage their leadership development and community engagement while at university.

The Student Experience Office is looking for two enthusiastic directors to lead the production of Excetera X, a social action theatre performance. Directors will incorporate relevant issues and trends into a January performance that is sensitive in manner and that stimulates conversation, in order to meet student needs. Directors will be required to create and promote a safe and positive and creative environment for cast during rehearsals and for students attending shows. Successful applicants will have a strong vision for the performance and demonstrate a keen interest in challenging students to be more accepting, inclusive, considerate, critical thinkers. Through weekly meetings with the Student Experience Office and through consultation with various campus partners directors will have the resources to create a performance that is consistent with university policies and messaging.

JOB DESCRIPTION

- Review past materials and develop the new script for 2017.
- Participate in the hiring and casting of actors.
- Participate in, and help facilitate discussions during, professional development opportunities.
- Seek guidance and support from campus support services when writing the script.
- Develop master schedule for show production including major deadlines and goals.
- Block and choreograph scenes and musical numbers.
- Meet before and after each rehearsal (make weekly rehearsal schedules, warm-up exercises, discussion topics, scenes to workshop, changes to be made).
- Manage and facilitate workshops.
- Ensure rehearsal space is kept tidy.
- Purchase props and products that contribute to the production.
- Set up and tear down performance spaces (window coverings, stairs, curtain, backstage, sight lines).
- Assist technical operator with lighting, music and special effects.
- Mediate cast conflicts and provide emotional support and guidance.
- Adhere to allocated budget.
JOB REQUIREMENTS

The Director must:

• Be a full-time undergraduate Queen’s student.
• Demonstrate creativity.
• Have a strong work ethic.
• Exercise good judgement and sound reasoning.
• Have excellent interpersonal and communication skills.
• Possess excellent organizational and time management skills.
• Work with campus staff, students, and faculty in a collaborative manner.
• Be familiar with campus resources and student issues/needs.
• Have strong leadership skills.

APPLICATION REQUIREMENTS

• Resume
• Cover Letter - please include:
  o Why you want to be an Excetera director.
  o An overview of relevant experiences.
  o Your vision: Please indicate your concepts for the production with any preliminary ideas for casting, themes, delivery, and the ways in which you will measure the success of the performance. This should give us a glimpse of your creative potential and theatrical style.

• Please refer to Excetera mandate document on the SEO website for guidance.

Applications are due by 4pm on August 8th. (Interviews will take place between 9am-5-pm on August 11th, 12th and 15th). If you are interested in applying for this position, please submit your vision and resume as one attachment saved by your last name by email to student.experience@queensu.ca. Only candidates who have been chosen for an interview will be contacted.