Existere Director
Position Description and Contract

Background
The Student Experience Office (SEO) in the Division of Student Affairs at Queen's offers programs and services to orient students to university life, to support their successful transitions into and through university, and to encourage leadership development, student engagement, and co-curricular involvement while at Queen's. Our goal is to support a holistic student experience that prepares students to achieve not only their personal, social, and academic goals, but also their professional and community aspirations.

Existere is a program that aims to raise awareness around important issues relevant to first-year students coming to Queen's, including living in residence, academics, health, sex, consent, healthy relationships, alcohol, and diversity. The production is a favourite part of Orientation for many students. All of the scenes presented in the show are written by the cast members and directors. The cast is assembled in January. Cast members rehearse during the winter term by discussing relevant issues and messages, and working together and individually to brainstorm, create, and write concepts or scenes for the September performance. The cast returns to Kingston near the end of August where they work to put together the final show for Orientation Week.

Position Summary
The Existere Director(s) will report to the Student Development Coordinator, responsible for the Existere program, and work collaboratively with the cast and other members of staff in the Student Experience Office. Director(s) will incorporate relevant student issues and trends to write and produce a show that is sensitive in manner and that stimulates conversation in order to meet student needs during University Orientation. Director(s) will be required to create and promote a positive, safe, and creative environment for cast during rehearsals and for students attending shows. Through regular meetings with the Student Development Coordinator and through consultation with various campus partners, Director(s) will have the resources to put on a performance that is consistent with university policies and messaging.

Work Performed – Key Duties
During the academic year the Existere Director(s) will:
- Provide logistical support in the planning and delivery of Existere (booking spaces, arranging catering and AV equipment, creating event run sheets, etc.)
- Form positive and beneficial relationships with campus partners
- Work with the Student Experience Office in selecting cast members, ensuring that the process is fair, equitable, and conducted in a professional manner
- Work with the Student Development Coordinator to schedule workshops, information sessions and rehearsals for the cast
- Facilitate team building activities with the cast
- Facilitate discussion and scene writing with the cast, making sure to act as peer educators and to refer students to campus and community resources when necessary
- Provide coaching and ongoing feedback to cast members in an effort to support their growth and development
• Be open to, and incorporate, feedback from the Student Experience Office and campus partners throughout the scriptwriting, rehearsal and performance process
• Be a role model by upholding community standards as a representative of the Student Experience Office and address any disruptive, disrespectful and/or inappropriate behaviour
• Respond to inquiries or requests via phone, email and in person in a professional manner
• Attend staff meetings, one on ones and other meetings as appropriate
• Complete verbal and written reports in a timely manner
• Perform other duties as assigned

Skills Required
• Excellent verbal and written communication skills
• Strong interpersonal skills and ability to motivate and inspire others
• Demonstrated initiative, leadership and organizational skills
• Knowledge of Queen’s programs, initiatives and involvement opportunities on campus and ability to refer accordingly
• Creativity, enthusiasm and commitment
• Intercultural competence and sensitivity
• Work with diverse populations and build inclusive communities
• Problem solving and critical thinking skills
• Event Planning
• Interest and experience in programming for students
• Experience with live performance and the dramatic arts preferred but not required

Eligibility
The Existere Directors(s) must:
• Be a registered Queen’s student and remain in good academic standing for the duration of their work term.
• Be legally entitled to work in Canada; International students must hold a valid study permit.
• Submit a satisfactory Canadian Police Information Check (CPIC) and Vulnerable Sector Check within 2 weeks of beginning the work term. They will be responsible to maintain a clean CPIC and Vulnerable Sector Check for the duration of their employment in this role.
• Discuss with their supervisor immediately if, at any point during their work term, they are unable to fulfill these requirements or their status changes.

Terms of Employment
The Existere Director(s) will:
• Work a minimum of 6 hours per week Monday to Sunday. Must be available for evenings and weekends as required.
• Have a work term from October 2019 to September 2020.
• Be asked to establish office hours with their supervisor at the beginning of the employment period.
• Discuss other time commitments and academic course load with their supervisor to maintain balance.
• Abide by the policies and procedures as outlined by Queen’s University Student Code of Conduct.
• Attend and engage in all position training and orientation for the SEO including:
  o Healthy and Safety Training
  o Accessibility for Ontarians with Disabilities Act Training
- All four modules: Accessible Customer Service Module; Human Rights 101; Access Forward; Accessible Instructions for Educators
  - Position specific training/orientation
  - All ongoing professional development
- Receive ongoing feedback throughout the year including regular performance evaluations.

**Honorarium:** $900

**Application Instructions:**

To apply, please submit a cover letter and resume in one document to kevin.collins@queensu.ca with subject line “Existere Director”.

Questions can be directed to Kevin Collins, Student Development Coordinator, via email at kevin.collins@queensu.ca

Applications are due Sunday, November 10th at 12:00pm.