

## POSITION DESCRIPTION & PERSON SPECIFICATION

<b>Position:</b>	<b>Capping Show Choreographer</b>
<b>Reports to:</b>	<b>Events Manager</b>
<b>Volunteers and Interns:</b>	<b>The OUSA Events team engages 300 volunteers over the course of a year</b>
<b>Location:</b>	<b>OUSA, University of Otago, Dunedin</b>

### **Organisation:**

The OUSA provides a diverse range of services to its 20,000 student members at the University of Otago. An autonomous body with registered charity status and independence from the University, OUSA offers activities and support to students including:

- A confidential support and welfare advice service, representation and advocacy
- Numerous recreation clubs and societies and the facilities to support these
- A varied events programme
- A student radio station (Radio One)
- An award-winning student magazine (Critic).

The OUSA Executive (the elected student members and governors of the Association) run campaigns and represents student views to the University and other external bodies.

OUSA's core responsibility is to engage its student members through services, events, representation and communication by way of a relevant, responsible, inclusive and engaging approach.

Structurally, OUSA is divided into 8 departments: Corporate support; Events; Communications and Marketing; Clubs and Socs; Critic; Planet Media Sales; Radio One and Student Support Centre.

With approximately 50 staff and many more volunteers, OUSA is a substantial organisation.

Managers of each department report to the CEO, who is responsible to the Student Executive for the overall management of the organisation.

Each of the departmental managers is responsible for the operations of their department, including staffing, financial management and service provision.

OUSA is a dynamic environment to work in – no two days are ever the same! We are an inclusive and supportive employer who values inputs from all staff.

**Position purpose:**

To create the choreographic content of the Capping Show ensuring that the Capping Show achieves its goals, namely to be a comical cabaret-style show by students for, on the main, a student market. The Show shall attempt to be humorous without being offensive. The Capping Show Choreographer shall ensure that the choreographic content is of suitable quality and humorous in style.

**Areas of Responsibility**

Area	Expected Outputs
<p><b>General Tasks</b></p>	<ul style="list-style-type: none"> <li>• Create the choreographic content of the Capping Show.</li> <li>• Work collaboratively with the Directors, Musical Director and Sound Technician.</li> <li>• Liaise with OUSA Events regarding, auditions and performances.</li> <li>• Rehearse the cast and any specialist dancing group.</li> <li>• Ensure all deadlines are adhered to.</li> <li>• Lead the Choreography section of Auditions and input as needed.</li> <li>• Ensure that deadlines are meet and adhered too.</li> <li>• Aid OUSA Events and Capping Show Production Manager in ensuring that the Capping Show achieves its goals, namely to be a comical cabaret-style show by students for, on the main, a student market. The Show shall attempt to be humorous without being offensive.</li> <li>• Submit a written report after the completion of the show to OUSA Events.</li> <li>• Attend meetings with OUSA Events and report on whether target goals are being achieved and to communicate relevant issues relating to the successful production of the capping review.</li> </ul>

<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• Ensure that any dancers report accidents to the Capping Show Production Manager, participate in hazard identification specific to their place of work and ensure that they carry out their duties in accordance with OUSA's Health and Safety Management systems.</li> <li>• Ensure all dancers are aware of the appropriate emergency procedures and the hazards of whatever venue/s they are working in.</li> <li>• Take personal responsibility for engaging in OUSA's no-harm, health and safety culture</li> <li>• Be familiar with the hazard register for the work area that you work in</li> <li>• Communicate to the Departmental manager and colleagues any potential hazards that you identify that are not on the register</li> <li>• Be familiar with the location of first aid kits and qualified first aiders in the Association</li> <li>• Be familiar with and adhere to any health and safety plans</li> <li>• Ensure incident and accident forms are filled out for all incidents and accidents that you are involved in, and notify the Departmental Manager of these</li> <li>• Be proactive in identifying new health and safety initiatives within the department and the wider OUSA community</li> </ul>
--------------------------	---

### Personal Attributes

<b>Working Collaboratively</b>	<ul style="list-style-type: none"> <li>• Ability to build and maintain professional and productive relationships</li> <li>• Ability to relate to a diverse range of people</li> <li>• Excellent written and oral communication skills</li> <li>• Communicates positively with colleagues across the OUSA to ensure a strong collegial culture within OUSA</li> </ul>
<b>Organisation</b>	<ul style="list-style-type: none"> <li>• Manages self, resources and workload to meet timelines</li> <li>• Is organised and keeps all files and documents in order</li> <li>• Ability to work independently and as part of the team</li> <li>• Ability to recognise when issues need to be escalated to the Departmental Manager</li> </ul>
<b>Change</b>	<ul style="list-style-type: none"> <li>• Is flexible and resilient to meet the ever changing needs of the OUSA</li> </ul>
<b>Problem Solving</b>	<ul style="list-style-type: none"> <li>• Anticipates problems and proactively resolves them in an appropriate manner, escalating issues to the Departmental Manager when appropriate</li> </ul>

### Qualifications and Experience

- Relevant experience as a Theatre Choreographer is preferred.
- High Standard in Professionalism, ethics, and integrity.
- Ability to work to strict deadlines
- Some experience with volunteers
- Proven ability to work with a broad range of people, especially young people

