

## POSITION DESCRIPTION & PERSON SPECIFICATION

<b>Position:</b>	<b>Capping Show Stage Manager</b>
<b>Nature:</b>	<b>Fixed term</b>
<b>Reports to:</b>	<b>Events Coordinator</b>
<b>Location:</b>	<b>OUSA, University of Otago, Dunedin</b>
<b>Organisation:</b>	

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:**

The purpose of the position is to coordinate specified aspects of the Capping Show to ensure it achieves its goals, namely, to be a comical revue show produced by students for a student audience. As well as co-ordinate all aspects of the Capping Show including Health and Safety, auditions, casting,

rehearsals, performances, staging, props, and costumes and to supervise cast and crew in their responsibilities by working Closely with the Events and Capping Show teams.

### Areas of Responsibility

Area	Expected Outputs
<b>People Management</b>	<ul style="list-style-type: none"> <li>• Provide guidance to Capping Show Team members</li> <li>• Manage crew deadlines.</li> </ul>
<b>Financial Management</b>	<ul style="list-style-type: none"> <li>• Nil</li> </ul>
<b>General Tasks</b>	<p>Reporting to the OUSA Events Coordinator this position will comprise delegated aspects of the Capping Show ensuring that the following are carried out to a high standard:</p> <ul style="list-style-type: none"> <li>• Auditions are coordinated, and that participants/actors are reliable, time conscious and professional in their performance delivery and that both successful &amp; unsuccessful participants have their status and/or opportunities for prospective roles clearly communicated to them.</li> <li>• Co-ordinate rehearsals and ensure that they are carried out in a professional and timely manner and ensure the frequency of rehearsals achieves the outcome of a high standard of performance.</li> <li>• Ensure dress rehearsals run smoothly and take any steps required to improve the effectiveness of rehearsals.</li> <li>• Develop and coordinate an attendance register with clear time frames for rehearsals and use your best endeavors to motivate actors/crew to attend all rehearsals on time, which may include regularly phoning actors.</li> <li>• Ensure any concerns the Directors/Crew may have are communicated to OUSA Events Coordinator.</li> <li>• Organise photos of all crew and cast for the programme.</li> <li>• Organise order and distribution of cast and crew T-shirts.</li> <li>• Organise and distribute complimentary tickets for cast and crew.</li> <li>• Assist in the coordination of Tech Nights with the Assistant Producer in order that they run effectively.</li> <li>• Organise production meetings.</li> <li>• Create and manage cast and crew contact database.</li> <li>• Print full scripts for everyone who needs them.</li> <li>• Assist in the organisation and management of crew and cast parties.</li> <li>• Organise cast for lecture theatre runs and the Capping Show Parade</li> <li>• Manage and organise the timetable for the Writers Retreat which includes informing cast about the event as well as being the sober person and person in charge on the retreat.</li> </ul>

	<ul style="list-style-type: none"> <li>Act as Stage Manager, including organising and delegating jobs to the backstage crew, and creating and distributing cue sheets, etc.</li> </ul> <p><b>Reporting</b></p> <ul style="list-style-type: none"> <li>Attend meetings with the OUSA Events Team and report on whether target goals are being achieved and to communicate relevant issues relating to the successful production of the Capping Show.</li> <li>Provide a written 'lessons learned' report to the Events Coordinator after the completion of the show, which will be used to benchmark any problems/issues and highlight any recommendations for future Capping Shows.</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>Ensure the activities of all volunteers comply with all OUSA practices and procedures and the relevant legislative requirements, in particular the Health and Safety in Employment Act.</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 Events Coordinator 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 Events Coordinator of these</li> <li>Be proactive in identifying new health and safety initiatives within the department and the wider OUSA community</li> </ul>
<b>Delegated authorities</b>	<ul style="list-style-type: none"> <li>Nil</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 reliable, organised and keeps all files and documents in order</li> </ul>

	<ul style="list-style-type: none"> <li>• Is self-motivated and able 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**

- Proven experience working in theatre and particularly theatre production
- Some experience with volunteers
- Proven ability to work with a broad range of people, especially young people
- Experience working with budgets
- Experience working in scheduling.
- Ideally have a current driver's license

If interested please fill out an Application form and sent it to [jobs@ousa.org.nz](mailto:jobs@ousa.org.nz) along with your cover letter and CV.