



KAHNAWÀ:KE NITHOTIÍON:SA RAOTITIOHKWA

KAHNAWÀ:KE YOUTH CENTER

POST OFFICE BOX 907

KAHNAWÀ:KE MOHAWK TERRITORY JOL 1B0

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GENERAL INFORMATION

Job Title:	Artistic Director - Drama
Department:	Programming
Date of Job Description:	September 2022
Immediate Supervisor:	Program Manager, Turtle Island Theatre

JOB DESCRIPTION SUMMARY

Under the supervision of the Program Manager and Turtle Island Theatre, the Artistic Director-Drama will work as part of the programming team to engage the community in drama programs, theatre productions and a drama summer day camp. The Artistic Director acts as a positive role model and is responsible for delivering the values and activities of the Turtle Island Theatre and the Kahnawà:ke Youth Center.

CORE RESPONSIBILITIES AND DUTIES

Core Responsibilities	Duties
<p>To plan, implement and evaluate drama programming and theatre productions in conjunction with the KYC and the Turtle Island Theatre Board of Directors.</p>	<ul style="list-style-type: none"> • Plans, develops, promotes, and implements drama activities for all age groups within the community. • Consults the Turtle Island Theatre Board of Directors on selecting seasonal shows • Act as Director of Productions for seasonal shows (i.e., interpretation of script, casting, planning of rehearsal) • Assist in the design of set for seasonal productions with other Turtle Island Theatre team members • Implements Drama themed programming to KYC members. • Presents ideas for adapting programming to meet the interests of members. • Determines the most effective ways to organize KYC drama activities to maximize participation. • Supervises youth, teens, and adults participating in programming activities. Provides guidance and demonstrates appropriate interaction, teamwork, and play methods. • Handles emergency situations that arise according to established protocols. • Maintains an organized work area and ensures all programming areas/rooms are put in order at the end of each day • Ensures safety precautions/procedures related to programming activities are adhered to and enforced. Maintains first aid kits and administers first aid treatment for minor injuries and accidents. • As part of the programming team, participates in planning of regular and special programming activities and submits ideas for special projects or activities. • Advocates an equal opportunity environment and implements practices supportive of diversity and ability. Adapts programming to varying levels depending on participants.

	<ul style="list-style-type: none"> • Encourages the use of Kanien'keha amongst participants and incorporates language into the programming. • Encourages a positive attitude and healthy lifestyle to members. • Assists in increasing the level of socialization amongst all participants. • Provides a safe environment for all to participate in organized group activities and programming. • Intervenes and implements tactics to provide a safe, harmonious environment for members, prohibiting negative behaviours such as bullying, etc. • Takes on a coordinator role in the planning and implementation of the Drama Summer Day Camp, including the supervision of summer students hired within the camp. • Demonstrates ideals of a positive role model.
<p>To perform programming administration tasks.</p>	<ul style="list-style-type: none"> • Updates and maintains files in relation to programming activities. • Inventory and catalogue all Turtle Island Theatre's props, sets, costumes and audio equipment. • Develops drama programming for the after-school program, summer drama camp and other drama activities • Assists in the development of a long-term plan for the Turtle Island Theatre • Supervises Recreation Program Animators – Drama staff • Completes documentation and reports such as Incident and Accident reports for events that occur. Ensures filing and follow up. • Processes payments for various KYC activities and programming using the online Amilia system. • Tracks membership follows up with parents where necessary. • Ensures up-to-date knowledge of activities, programming and special events and responds to requests for information from members and public. • Ensures all programming supplies and equipment are maintained and operational. Reports any issues, replenishment needs or repairs to immediate supervisor for follow up. • Communicates with parents and/or guardians on any issues experienced with members. Reports any incidents to immediate supervisor. • Networks with other community organizations on programming, planning and implementation of community events and initiatives. Participates as a KYC representative in community events as needed. • Offers feedback on KYC programs and activities to Programming Team. • Participates in staff orientations, weekly meetings and related training sessions. • Maintains confidentiality and adheres to KYC policies and procedures.
<p align="center">Performs any other job-related duties as required by the Immediate Supervisor.</p>	

<p align="center">QUALIFICATIONS</p>	
<p>Education and Experience Requirements</p>	<ul style="list-style-type: none"> • Bachelor's degree in theatre, drama, arts, administration, or a related field of study • Five (5) years experience working in Theatre • Previous leadership/supervision and directing experience • Experience working with children and youth • Current Certification in First Aid and CPR • Previous volunteer experience is preferable.

Knowledge, Skill and Ability Requirements	<ul style="list-style-type: none"> • Excellent communication and leadership skills • Knowledge of coaching methods geared toward children and/or youth • Experience in program development and planning • Problem solving skills • Knowledge of computer programs (MS Office) • Ability to work with children at different levels of development • Knowledge of the community of Kahnawà:ke awareness of youth, cultural and socio-economic issues facing the community • Sensitivity and openness to cultural traditions, diversity and willingness to adapt services to reflect cultural traditions and norms • Lifestyle of a positive role model • Strong interpersonal skills including tact, maturity and sensitivity to individuals and conditions in different cultural and organizational contexts • Preference will be given to an individual with has live production and theatre experience.
Other Requirements	<ul style="list-style-type: none"> • Valid driver's license is an asset. • Knowledge of Kanien'keha and French languages are an asset.

WORKING CONDITIONS
<ul style="list-style-type: none"> • 32.5 hours a week, Monday to Friday, with some evening and weekend work hours, as well as extended hours required for regular monthly activities and special scheduled events throughout the year. • Some activities require basic physical fitness levels and the ability to participate in sporting and recreational activities. • Exposure to outdoor weather conditions and the elements during field trips, camping trips, Winter Carnival and Mohawk Miles, as well as other scheduled KYC activities. • Moderate stress levels associated with working and interacting with children and teens in a supervisory capacity.

Incumbent

Date

Immediate Supervisor

Date

Director of Operations

Date