



Ottawa School of Theatre - École de théâtre d'Ottawa
Job Posting - Special Projects Coordinator
Permanent part-time employee

Applications due January 27, 2023

Reports to: Artistic Director

Key Internal relationships: Managing Director, Senior Teacher, OST staff and teachers, OST Board

Key External Relationships: Community organizations, community members, local artists, potential students and their parents, potential volunteers

POSITION SUMMARY:

Reporting to the Artistic Director, the Special Projects Coordinator will be primarily responsible for creating community connections and partnerships on behalf of the Ottawa School of Theatre, and assisting in creating and implementing all ages theatre educational programming in response to new partnerships and within the guidelines of the current program and policies.

This includes, but is not limited to, email and in-person outreach to community organizations, community members, and local artists; collaborative creation of partnership programs; creation of lesson plans and other resources; grant writing; and representing OST-ETO both with and without the Artistic Director/Managing Director. May be required to assist with day-to-day operations of OST-ETO on an as-needed basis.

QUALIFICATIONS:

- An education and/or formal training in the performing arts, or at least five years of relevant professional experience.
- Excellent written and oral communication in English; ability to speak and write French is a strong asset.
- Passion for community building and a commitment to empathetic listening, empowerment of others, kindness, and ongoing learning.
- An ability to work collaboratively with a team and with outside stakeholders, maintaining a high level of communication.
- Strong self-motivation and skills that allow you to use time effectively, solve problems creatively, and try a variety of methods to achieve a desired outcome.



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- Experience working collaboratively with communities in an arts context is a strong advantage; desire and commitment to learn about community partnerships and community facilitation is a must.
- Grant writing experience is an asset.
- Knowledge of the Ottawa theatre community and greater arts community, as well as knowledge of OST-ETO, will be considered assets to the position.

STRUCTURE

This is a flexible part-time position with a rate range of \$30-\$35 per hour depending on experience. There is a limit of 10 working hours per week and an annual funding maximum. Details about the pay structure and budget will be provided upon inquiry.

Bi-weekly meetings with the Artistic Director and quarterly meetings with the full leadership team are required. In-person meetings at the Shenkman Arts Centre and offsite locations will occasionally be required. Specific tasks and responsibilities of the role will be determined on a quarterly basis.

ABOUT THE TEAM:

OST-ETO consists of a leadership team, including the Artistic Director, Managing Director, Senior Teacher, Special Projects Coordinator, Marketing Officer, and Administrative Coordinator, who work a combination of virtual and in-person office hours. We have a team of 17 artists who currently teach 37 weekly classes, as well as March break and summer camps.

We are an energetic group of artists and administrators who are passionate about theatre, arts education, young people, and our community.

ABOUT OST-ETO:

The Ottawa School of Theatre is a non-profit, charitable organization providing excellence in theatre education and experience to students of all ages in English and French. Begun in 1989 in the Township of Cumberland as Orleans Young Players, OST-ETO has grown to include more than 500 students in the September to June classes, camp programs, and workshops.



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Our goal is to be a creative catalyst for self-confident performers and discerning and appreciative patrons of the arts, and to support each student in attaining their highest personal standard of excellence.

OST-ETO is a Resident Arts Partner within the Shenkman Arts Centre. Our theatre study happens in one of our two state of the art studios, with the majority of performances taking place in one of the theatres within the centre.

TO APPLY:

Please send your CV and a letter of interest to jobs@ost-eto.ca by January 27, 2023.

Accessibility accommodations are available upon request at any stage of the application process.