

Job Posting

Theatre Ancaster is hiring for all its Youth Programs for the Fall and Spring of 2019/2020!

Summary Page: Positions Available

Full Details Below

Jitterbugs (Ages 3-6) on Saturday mornings 10am – 11:15am

- Dance Instructor
- Vocal Music Instructor

Stage 2: Skill Builders (Ages 7-14) on Saturday afternoons 12:30 – 2:30pm

- Dance Instructor
- Vocal Music Instructor

Stage 2: Junior Broadway (Ages 10-14) on Saturday mornings 9am – 12pm

- Music Director
- Choreographer
- Stage Manager & Assistant to the Director
- Set Designer
- Costumes Designer
- Properties Master

Stage 3: The Young Company (High School) on Monday evenings 7pm – 10pm

- Music Director
- Choreographer
- Stage Manager
- Set Designer
- Costumes Designer
- Properties Master

JITTERBUGS (Ages 3-6)

A fun introduction to theatre through drama, dance, music and art. The program results in an originally scripted final performance written by the staff.

FALL SESSION		
Location:	Instructional Dates & Times:	Performance Days*:
The Old Firehall Arts Centre 334 Wilson Street E., Ancaster	Time: Saturdays, 10:00 – 11:15am (Staff work 9:30 – 11:45am) Dates: Saturday, September 7 – Saturday, December 7, 2019	Dress rehearsal: Fri., Dec. 6, 2019 (4:30-6:30 pm). Performance date: Sat., Dec. 7, 2019 (10:30 am)
SPRING SESSION		
Location:	Instructional Dates & Times:	Performance Days*:
The Old Firehall Arts Centre 334 Wilson Street E., Ancaster	Time: Saturdays, 10:00 – 11:15am (Staff work 9:45 – 11:30am) Dates: Saturday, February 1 – Saturday, May 9, 2020	Dress rehearsal: Fri., May 8, 2020 (4:30-6:30 pm). Performance date: Sat., May 9, 2020 (10:30 am)

***All positions include mandatory attendance at the dress rehearsals, and performance dates listed above (times may be subject to change).**

Dance Instructor/Production Assistant - 1 Position (\$924 salary per session)

Vocal Music Instructor/Production Assistant - 1 Position (\$924 salary per session)

- Qualified in ONE of Dance or Vocal Music Instruction
- Experience teaching children ages 4 to 6 in formal, group settings
- Experience program planning and implementing lessons for young learners
- Ability to effectively engage young children using positive classroom management techniques
- Ability to incorporate fun and energy into music theatre instruction and show preparation
- Must be over the age of 18 to apply

Responsibilities:

- Attend all rehearsals, meetings, dress rehearsals, and performances that are part of the Jitterbugs process as well as overall Youth Programming training and community partnership events;
- Prepare lessons and teach weekly at Jitterbugs;
- Take leadership to ensure the following production jobs are completed (one of three instruction roles):
 1. *Dance instruction:* prepare and lead warm-ups, teach basic dance technique and skills, create choreography for the production, assist in drama and vocal instruction
 2. *Vocal Music instruction:* prepare and lead warm-ups, teach basic vocal techniques, prepare and teach the songs for the final show, assist in dance and drama instruction
 3. Overseeing one area of production for the performance (sets, props, etc)
 4. Assist Program Director with all other production jobs as necessary

How to Apply

Deadline for application is **Friday, May 17, 2019**.

Please submit by email to **Sam Frisk** at youthprograms@theatrencaster.com

Please indicate in a cover letter which position(s) you are applying for. PDF resume submissions preferred together with your cover letter in ONE file.

Qualified applicants will be contacted to set up an interview.

All job offers will require a valid **Vulnerable Sector Police check** before the program commences. Successful applicants will be required to provide proof of valid CPR/First Aid training or attend a free CPR/First Aid training session, date TBD.

Applicants may apply to more than one position, in more than one program (Jitterbugs, Stage 2: Skill Builders, Stage 2: Junior Broadway or Stage 3).

STAGE 2: SKILL BUILDERS (Ages 7-14)

A skills-based program that focuses on the foundations of drama, dance, and vocal technique.

FALL SESSION		
Location:	Instructional Dates & Times:	Performance Days:
The Old Firehall Arts Centre 334 Wilson Street E., Ancaster	Time: Saturdays, 12:30-2:30pm (Staff work 12:00 – 3:00pm) Dates: Saturday, September 7 – Saturday, December 7, 2019	Dress rehearsal: Fri., Dec. 6, 2019 (6:30-8:30 pm). Performance date: Sat., Dec. 7, 2019 (1:00pm and 4:00pm)
SPRING SESSION		
Location:	Instructional Dates & Times:	Performance Days:
The Old Firehall Arts Centre 334 Wilson Street E., Ancaster	Time: Saturdays, 12:30-2:30pm (Staff work 12:00 – 3:00pm) Dates: Saturday, February 1 – Saturday, May 9, 2020	Dress rehearsal: Fri., May 8, 2020 (6:30-8:30 pm). Performance date: Sat., May 9, 2020 (1:00pm and 4:00pm)

***All positions include mandatory attendance at the dress rehearsals, and performance dates listed above (times may be subject to change).**

Dance Instructor/Production Assistant - 1 position (\$1344 salary)

Vocal Music Instructor/Production Assistant - 1 position (\$1344 salary)

- Qualified in ONE of Vocal Music or Dance Instruction
- Experience with children ages 7-14 in a formal setting
- Experience creating and executing lesson plans
- Ability to work with children grades 2 – 8 to mount a showcase to display newly learned skills
- Leadership skills with high enthusiasm, teamwork, and motivation are sought-after qualities

Responsibilities:

- Attend all rehearsals, meetings, dress rehearsals, and performances that are part of the Skill Builders process as well as overall Youth Programming training and community partnership events;
- Prepare lessons and teach weekly at Skill Builders;
- Take leadership to ensure the following production jobs are completed (one of three instruction roles):
 1. *Dance and Vocal Music Instruction:* Create lesson plans for each group (Beginner, Intermediate, Advanced), prepare and lead warm ups, teach specific skills that are geared toward the students various levels with focus on the foundations of each discipline, collaborate and create an end of session showcase to display the skills the students have learned
 2. Oversee one area of production for the performance (sets, props, etc)
 3. Assist Program Director with all other production jobs as necessary

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Applicants may apply to more than one position, in more than one program (Jitterbugs, Stage 2: Skill Builders, Stage 2: Junior Broadway or Stage 3).

STAGE 2: JUNIOR BROADWAY (Ages 10-14)

A performance program focusing on building performance skills while mounting a full-scale production.

Location:	Instructional Dates & Times:	Additional Rehearsals/Performances
The Old Firehall Arts Centre 334 Wilson Street E., Ancaster and Ancaster High School 274 Jerseyville Road West, Ancaster	Time: Saturdays, 9:00am – 12:00pm (Staff work 8:30 – 12:30pm) Dates: Sept. 7, 2019 – February 2, 2020.	Additional evening and full day weekend rehearsals, closer to performances, TBD. Performance Dates: Parent Preview – January 28 Public Performances – Jan. 31, Feb. 1, 2 Student Matinees - January 29, 30

***All positions include mandatory attendance at the dress rehearsals, school matinees, and performance dates listed above (times may be subject to change or are TBD).**

Musical Director - 1 Position (\$3528 salary)

- Qualified vocal instructor
- Qualified to direct and coach children through solo and group vocal music for a musical production
- Ability to evaluate the musical needs of and provide music for a musical
- Ability to work with teenagers to mount a full-scale theatre production
- Experience with children ages 10-14 in a formal setting
- Leadership skills with high enthusiasm, teamwork, and motivation are sought-after qualities
- Completion of a post-secondary degree/diploma or equivalent preferred

Responsibilities:

- Attend all rehearsals, meetings, dress rehearsals, and performances that are part of the process as well as overall Youth Programming training and community partnership events.
- Prepare lessons and teach weekly at Stage 2;
- Take leadership to ensure the following production jobs are completed:
 1. Vocal instruction
 2. Ensuring that the musical needs of the show are taken care of
 3. Assist with all other production jobs as necessary

Choreographer -1 Position (\$3528 salary)

- Qualified dance instructor
- Qualified to create and coach children through age appropriate choreography for a musical production
- Ability to work with children grades 5-8 to mount a full-scale theatre production
- Experience with children ages 7-15 in a formal setting
- Experience creating and executing lesson plans
- Leadership skills with high enthusiasm, teamwork, and motivation are sought-after qualities
- Completion of a post-secondary degree/diploma or equivalent preferred

Responsibilities:

- Attend all rehearsals, meetings, dress rehearsals, and performances that are part of the process as well as overall Youth Programming training and fund-raising dates

- Prepare lessons and teach weekly at Stage 2;
- Take leadership to ensure the following production jobs are completed:
 1. Dance instruction
 2. Ensuring that the musical needs, as it pertains to dance, of the show are taken care of
 3. Assist with all other production jobs as necessary

Stage Manager & Assistant to the Director - 1 Position (\$2016 salary)

- Experience in musical theatre
- Stage Management Experience
- Experience with children ages 7-15 in a formal setting
- Ability to work with children grades 5-8 to mount a full-scale theatre production
- Team Player with leadership and motivational skills
- Enthusiastic, outgoing person with excellent communication skills
- Self motivated and works well independently
- Must have completed an Ontario Secondary School Diploma or equivalent

Responsibilities:

- Attend all rehearsals, meetings, dress rehearsals, and performances that are part of the process as well as overall Youth Programming training and fund-raising dates
- Keep all rehearsal notes, maintain full stage manager script and book, communicate notes and important information to staff and crew
- Assist Director/Choreographer/Musical Director as needed
- Update and maintain rehearsal blog
- Assist with all other production jobs as necessary

Set Designer (Production Position) - 1 Position (\$500 salary)

- Experience in set design/scenic painting preferred
- Post secondary program in art or design an asset, not but required
- Self-motivated and works well independently
- Time management skills critical
- Must have completed an Ontario Secondary School Diploma or equivalent

Responsibilities:

- Coordinate with Director to create set design
- Oversee creation of set with Head Carpenter
- Organize, head up, and ensure decoration and delivery of set to performance space
- Manage budget, as outlined by the Director
- Attend rehearsals leading up to final production
- Meet all deadlines as outlined by Director
- Ensure set is dismantled and disposed of at performances' end

Property Master (Production Position) - 1 Position (\$500 salary)

- Experience in prop creation preferred
- Post secondary program in art or design an asset, not but required
- Self-motivated and works well independently
- Time management skills critical
- Must have completed an Ontario Secondary School Diploma or equivalent

Responsibilities:

- Coordinate with Director to create properties list and design
- Locate or create all props for the production, including rehearsal props
- Manage budget, as outlined by the Director
- Attend rehearsals leading up to final production
- Meet all deadlines as outlined by Director

- Ensure props are put away and disposed of at performances' end

Costume Designer (Production Position) - 1 Position (\$750 salary)

- Experience in theatrical costume design preferred
- Post secondary program in art or fashion an asset, but not required
- Self-motivated and works well independently
- Time management skills critical
- Must have completed an Ontario Secondary School Diploma or equivalent

Responsibilities:

- Coordinate with Director to create costume design
- Organize, head up, and ensure creation and acquisition of costumes for the performance
- Manage budget, as outlined by the Director
- Attend rehearsals leading up to final production
- Meet all deadlines as outlined by Director
- Ensure costumes are cleaned, put away, and disposed of at the end of the production

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Applicants may apply to more than one position, in more than one program (Jitterbugs, Stage 2: Skill Builders, Stage 2: Junior Broadway or Stage 3).

STAGE 3: THE YOUNG COMPANY (Grades 9-12)

A performance program focusing on building performance skills while mounting a full-scale production.

Location:	Instructional Dates & Times:	Additional Rehearsals/Performances
The Old Firehall Arts Centre 334 Wilson Street E., Ancaster and Ancaster High School 274 Jerseyville Road West, Ancaster	September 9, 2019 to March 2, 2020 Rehearsals are Monday nights from 7 - 10 pm, with Wednesday nights from 7-10pm added in January (Staff work 6:30 – 10:30pm)	Additional evening and full day weekend rehearsals, closer to performances, TBD. Performance Dates: February 21, 22, 23, 28, 29 Student Matinee Date TBA

***All positions include mandatory attendance at the dress rehearsals, and performance dates listed above (times may be subject to change or are TBD).**

Musical Director - 1 Position (\$4557 salary)

- Qualified vocal instructor
- Qualified to direct and coach children through solo and group vocal music for a musical production
- Ability to evaluate the musical needs of and provide music for a musical
- Ability to work with teenagers to mount a full-scale theatre production
- Experience with children ages 14-18 in a formal setting
- Leadership skills with high enthusiasm, teamwork, and motivation are sought-after qualities
- Completion of a post-secondary degree/diploma or equivalent preferred

Responsibilities:

- Attend all rehearsals, meetings, dress rehearsals, and performances that are part of the Stage 3 process as well as overall Youth Programming training and fund-raising dates.
- Prepare lessons and teach weekly at Stage 3;
- Take leadership to ensure the following production jobs are completed:
 1. Vocal instruction
 2. Ensuring that the musical needs of the show are taken care of
 3. Assist with all other production jobs as necessary

Choreographer- 1 Position (\$4557 salary)

- Qualified dance instructor
- Qualified to create and coach children through age appropriate choreography for a musical production
- Ability to work with teenagers to mount a full-scale theatre production
- Experience with children ages 14-18 in a formal setting
- Leadership skills with high enthusiasm, teamwork, and motivation are sought-after qualities
- Completion of a post-secondary degree/diploma or equivalent preferred

Responsibilities:

- Attend all rehearsals, meetings, dress rehearsals, and performances that are part of the Stage 3 process as well as overall Youth Programming training and fund-raising dates.
- Prepare lessons and teach weekly at Stage 3

- Take leadership to ensure the following production jobs are completed:
 1. Dance instruction
 2. Choreography for the production
 3. Assist with all other production jobs as necessary

Stage Manager- 1 Position (\$2646 salary)

- Experienced backstage worker in the field of musical theatre
- Experience working with teenagers in a position of authority and leadership
- Ability to work with and manage a wide range of personality types to facilitate a full-scale theatre production
- Ability to oversee multiple projects and see them through to completion
- Experience with children ages 14-18 in a formal setting
- Leadership skills with high enthusiasm, teamwork, and motivation are sought-after qualities
- Must have completed a post-secondary degree/diploma or equivalent

Responsibilities:

- Attend all rehearsals, meetings, dress rehearsals, and performances that are part of the Stage 3 process as well as overall Youth Programming training and fund-raising dates.
- Maintain full stage manager script and book, communicate notes and important information to staff and crew
- Prepare and lead warm ups, take notes on blocking and choreography, ensure smooth operation in all aspects of rehearsals and shows
- Take leadership to ensure the following production jobs are looked after and/or completed:
 1. Backstage Crew
 2. Tech Crew and production
 3. Assist with all other production jobs as necessary

Set Designer (Production Position) - 1 Position (\$500 salary)

- Experience in set design/scenic painting preferred
- Post secondary program in art or design an asset, not but required
- Self-motivated and works well independently
- Time management skills critical
- Must have completed an Ontario Secondary School Diploma or equivalent

Responsibilities:

- Coordinate with Director to create set design
- Oversee creation of set with Head Carpenter
- Organize, head up, and ensure decoration and delivery of set to performance space
- Manage budget, as outlined by the Director
- Attend rehearsals leading up to final production
- Meet all deadlines as outlined by Director
- Ensure set is dismantled and disposed of at performances' end

Costume Designer (Production Position) - 1 Position (\$600 Salary)

- Experience in costume design preferred
- Post secondary program in art or design an asset, but not required
- Self-motivated and works well independently
- Time management skills critical
- Must have completed an Ontario Secondary School Diploma or equivalent

Responsibilities:

- Coordinate with Director to create costume design
- Organize and head up creation and acquisition of costumes for the performance

- Manage budget, as outlined by the Director
- Attend rehearsals a minimum of a once a month
- Meet all deadlines as outlined by Director
- Ensure costumes are cleaned, put away, and disposed of at performances' end

Property Master (Production Position) - 1 Position (\$500 Salary)

- Experience in prop creation preferred
- Post secondary program in art or design an asset, but not required
- Self-motivated and works well independently
- Time management skills critical
- Must have completed an Ontario Secondary School Diploma or equivalent

Responsibilities:

- Coordinate with Director to create properties list/design
- Locate or create all props for the production, including rehearsal props
- Manage budget, as outlined by the Director
- Attend rehearsals a minimum of a once a month
- Meet all deadlines as outlined by Director
- Ensure props are put away and disposed of at performances' end

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