

Manitoba Theatre for Young People

Job Title: School Director

Reports to: Artistic Director

Category: Full-time, permanent.

Primary Duties and Responsibilities

The School Director is responsible for ensuring the ongoing application and review of MTYP's curriculum for all School Activities. As a member of the MTYP Management Team, the School Director also supports the long-term strategic planning and advancement of MTYP. Deemed the head of the MTYP School, the position supports and supervises all School positions and independent contractors that may be engaged for School programming and activities, including paid and volunteer roles. Reporting to the Artistic Director, the School Director maintains a high level of artistic integrity, and maintains a safe and appropriate working environment for School personnel and faculty that promotes learning, growth, and positive outcomes for students. The School Director's responsibilities include, but are not limited to the following:

Educational Programming:

- Maintains and promotes an operational culture within the School team that is in alignment with MTYP's vision, mission and values.
- Monitors, assesses, develops and communicates articulated curriculum guidelines appropriate to the ages/subject area of all School programs to support a high calibre of delivery for classes, camps, and workshops offered within all School sessions and Drama Outreach activities.
- Designs and implements programming that supports curriculum advancement, in consideration of scheduling and space requirements for all courses, camps, and productions; for final approval by the Artistic Director.
- Ensures School performance companies and other School productions are supported in alignment with anticipated curriculum outcomes and within approved budgets, in collaboration with the Production Manager.
- Identifies, pursues and delivers special projects and events supplemental to core School programming that provide educational or personal opportunities for participants.
- Works closely with other departments including Marketing, Development, Customer Service, Facilities, and Production to support School program delivery and/or initiatives stemming from those departments; maintains managerial oversight for any School team members delegated to liaise with same.
- Works with Senior Management to set strategic goals for the School in support of MTYP Strategic plans and objectives.
- Teaches within each session, which may include Drama Outreach activities, as schedule warrants and allows.
- Collaborates with, and supports the Native Youth Theatre Director and Assistant Director in the delivery of NYT programming, as required.

Human Resources

- Undertakes HR Management functions related to recruitment, retention and ongoing support of School staff, contractors, and volunteers (interns) in collaboration with the Artistic Director and Managing Director in fulfilment of all School programming. All hiring recommendations are to be presented to the Artistic Director prior to implementation.

- Ensures all staff and independent contractors working within the School are aware of, adhere to, and are in compliance with all Health and Safety, Child Protection, and other policies to support the safe delivery of programming.
- Reviews all MTYP policies to ensure they remain relevant, appropriate to the programming activities and needs of the School, and support healthy and positive outcomes for students, staff, and contractors within the School; works with the Managing Director to develop new or revise existing policies as warranted.
- Collaborates with the Customer Service Manager for the completion of administrative projects to support School outcomes by the MTYP Customer Service team.

Administration and Financial

- Prepares comprehensive draft annual budgets, encompassing all potential revenue and expenses for School activities; collaborates with the Managing Director towards establishing School budgets within the MTYP operational budget.
- Manages expenses and supports initiatives to achieve revenue targets as per the approved annual School budget.
- Oversees the maintenance of School equipment and supplies inventory, ensuring appropriate resourcing of same for all School needs.
- Develops and executes contracts related to School activities, including employment, faculty, granting, partnerships, or other as may be identified, in consultation with the Managing Director.
- Reviews and authorizes bi-weekly payroll for staff and submission of invoices for independent contractors working within the School.
- Ensures maintenance of accurate and comprehensive records for activities and correspondence in compliance with MTYP and legislated privacy requirements; includes but is not limited to student data.
- Manages all aspects of grant applications specific to School staffing/activities; identifies opportunities for additional funding support in collaboration with the Director of Development and Managing Director; ensures timely submission of all grant contribution agreements and reporting requirements.

Marketing, Communications and Public Relations

- Supports all marketing, communications and public relations activities, as requested by the Director of Marketing, including but not limited to photo shoots, interviews, media releases, promotional materials in support of promotion and celebration of School courses, camps, Drama Outreach and performances/productions.
- Manages regular review of the MTYP website to ensure all communications related to School activities are current and accurate.
- Represents MTYP School for media appearances and other public-facing activities, as directed by the Artistic Director or Managing Director.
- Fosters strong relationships with community partners, collaborators, and clients.

Other

- Other duties as may be reasonably assigned by the Artistic Director or Managing Director.