

Manitoba Theatre for Young People

Job Title: Drama Outreach Coordinator

Reports to: School Director

Category: Full time (.8FTE), may include evening and weekends.

Primary Duties and Responsibilities

The Drama Outreach Coordinator is responsible for the facilitation of the Drama Outreach Program, a division of the MTYP School that encompasses workshops, residencies and satellite programs, and other special activities delivered to education and community partners and individual and business clients across Manitoba. The Drama Outreach Coordinator's responsibilities include, but are not limited to the following:

Artistic and Educational:

- Support the School Director in the development of curricula for Drama Outreach programs.
- Aid in the development of workshops to enhance existing program offerings, including those that complement and support Mainstage Season programming.
- Identify appropriate facilitators/instructors/teaching assistants, in consultation with the School Director, to deliver Drama Outreach programs.
- Provide training and support to facilitators/instructors/teaching assistants for the effective and consistent delivery of high calibre programming in Drama Outreach programs.
- Direct and coordinate School Summer Camps and Courses, including onsite and digital delivery formats, when delegated by the School Director
- Support special events and School productions by ensuring appropriate staffing is allocated, as directed by the School Director.

Administration and Financial

- Design and administer an annual Drama Outreach plan and budget for approval by the School Director.
- Negotiate fees with clients and administer any relevant subsidy program that may apply within MTYP established parameters; prepare associated contracts and supporting paperwork.
- Acquire and organize craft and equipment supplies required for the delivery of Drama Outreach programs.
- Ensure timely distribution of invoices to and collection of fees from clients, working closely with the MTYP Accountant.
- Ensure timely approval and submission of invoices to the MTYP Accountant for facilitators delivering Drama Outreach Programs.
- Prepare and distribute monthly financial and other relevant statistical and narrative reports to the School Director, Artistic Director and Managing Director.
- Maintain appropriate filing and record keeping of financial and contractual documentation related to Drama Outreach.
- Support the School Director in the preparation and submission of various employment grant applications and fulfill resulting reporting requirements specific to School activities.

- Maintain the MTYP customer database (Theatre Manager) related to Drama Outreach activity.
- Support the Customer Service team by directly participating in all aspects of student registration during peak periods, including serving as the dedicated staff person for administrative functions as required.
- Ensure that all studios are appropriately maintained and reset prior to the commencement of classes or workshops.

Human Resources

- Support the School Director with the hiring of individuals to deliver workshops and long-term drama programs within the Drama Outreach division.
- Ensure all individuals working on Drama Outreach programs are familiar with and adhere to MTYP's personnel, workplace safety, child protection, and other relevant policies.
- Assist Drama Outreach facilitators and School instructors in the acquisition of equipment or supplies required for the delivery of programs.

Communications and Community Relations

- Serve as the point of contact for clients inquiring about Drama Outreach programs including workshops, satellite programs, residencies, birthday parties and other special activities.
- Proactively promote all Drama Outreach programs to returning and potential clients.
- Support the Marketing and Communications department in the development of promotional copy specific to Drama Outreach programs and activities.
- Ensure robust School representation at various partner conferences, to promote the School and Drama Outreach programs, working in tandem with the School Sales Coordinator; may include personally representing
- Collaborate with the School and Tour Sales Coordinator in promoting and delivering programming to the MTYP network of educators.
- Support the Customer Service team by responding to public inquiries about the School, as required.
- Support the Director of Marketing and Communications in ensuring the School and Drama Outreach webpages are up to date, as needed.

Other

- Additional ad hoc school programming and administrative supports, as may be delegated by the School Director.
- Other duties as may be reasonably assigned by the School Director, Managing Director or Artistic Director.