

POSITION DESCRIPTION & PERSON SPECIFICATION

Position:	Capping Show Stage Director
Reports to:	Capping Show Producer & Assistant Producer
Direct reports:	Capping Show Directors
Indirect reports:	Capping Show Actors
Volunteers and Interns:	Capping Show Actors / Writers
Location:	OUSA, University of Otago, Dunedin

Organisation:

OUSA provides a diverse range of services to its 20,000 student members at the University of Otago. An autonomous body with registered charity status and independence from the University, OUSA offers activities and support to students including:

- A confidential support and welfare advice service, representation and advocacy
- Numerous recreation clubs and societies and the facilities to support these
- A varied events programme
- A student radio station (Radio One)
- An award-winning student magazine (Critic).

The OUSA Executive (the elected student members and governors of the Association) run campaigns and represents student views to the University and other external bodies.

OUSA's core responsibility is to engage its student members through services, events, representation and communication by way of a relevant, responsible, inclusive and engaging approach.

Capping Show is the longest running student revue show on earth, with 130 years of history at Otago University. Capping Show is produced by OUSA, and is primarily a student-run and student-led project. Taking part in Capping Show allows emerging performers and theatre workers the opportunity to express their creative vision in a professional theatrical context, with the financial and administrative support of OUSA.

Position purpose:

As a Stage Director for Capping Show, you will guide the creative direction of the production. Working closely with the Producer and fellow directors, your tasks will include selecting the show's theme, casting actors and writers, choosing and editing sketch scripts, and directing actors through rehearsals and performances. You will also liaise with designers and the technical crew to ensure the show runs smoothly and remains relevant to the Otago student audience.

Areas of Responsibility

Area	Expected Outputs
People Management	<ul style="list-style-type: none"> • To supervise the actors and entertainers and encourage involvement and quality performance from the cast. • To ensure that suitable lines of communication between the volunteers, cast and crew are maintained and enhanced. • Modelling appropriate behavior to the student cast & crew.
General Tasks	<p>Reporting to the Capping Show Producer and the Capping Show Stage Manager, this position will be responsible for:</p> <ul style="list-style-type: none"> • Creating and directing a show of approximately two and a half hours in duration on a theme stipulated by OUSA Events. • To work with the Producer, Stage Manager, Video Director and Designers. • To liaise with the rest of the crew around Auditions, Rehearsals, Props, Lighting, Sound, Set, Video, Songs, Choreography and Costume requirements. • To ensure a diverse cast is chosen. • To work with the script supplied by OUSA Events, providing feedback to the main sketch writers as requested by the Producer. • To ensure all deadlines are adhered to. • To liaise with other directors to ensure workload is shared. • To take notes, type up scripts and print new scripts throughout rehearsals. <p>Planning and Reporting</p> <ul style="list-style-type: none"> • Attend meetings with OUSA Events and report on whether target goals are being achieved and to communicate relevant issues relating to the successful production of the Capping Show. • Provide a written 'lessons learned' report to the Producer after the completion of the show, which will be used to benchmark any problems/issues and highlight any recommendations for future Capping Shows.
Health and Safety	<ul style="list-style-type: none"> • To ensure staff and volunteers report accidents to the Producer, participate in hazard identification specific to their place of work and ensure that they carry out their duties in accordance with OUSA's Health and Safety Management systems. To ensure that all staff and volunteers are made aware of the appropriate emergency procedures and the hazards of whatever venue/s they are working in. • Take personal responsibility for engaging in OUSA's no-harm, health and safety culture • Be familiar with the hazard register for the work area that you work in

	<ul style="list-style-type: none"> • Communicate to the Producer and colleagues any potential hazards that you identify that are not on the register • Be familiar with the location of first aid kits and qualified first aiders in the Association • Be familiar with and adhere to any health and safety plans • Ensure incident and accident forms are filled out for all incidents and accidents that you are involved in, and that these reports are submitted to the Producer in a timely manner. • Be proactive in identifying new health and safety initiatives within the department and the wider OUSA community
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Personal Attributes

Working Collaboratively	<ul style="list-style-type: none"> • Ability to build and maintain professional and productive relationships • Ability to relate to a diverse range of people • Excellent written and oral communication skills • Communicates positively with colleagues across the OUSA to ensure a strong collegial culture within OUSA
Organisation	<ul style="list-style-type: none"> • Manages self, resources and workload to meet timelines • Is reliable, organised and keeps all files and documents in order • Is self-motivated and able to work independently and as part of the team • Ability to recognise when issues need to be escalated to the Departmental Manager
Change	<ul style="list-style-type: none"> • Is flexible and resilient to meet the ever changing needs of the OUSA
Problem Solving	<ul style="list-style-type: none"> • Anticipates problems and proactively resolves them in an appropriate manner, escalating issues to the Departmental Manager when appropriate

Qualifications and Experience

Capping Show is a student-led production, so the qualifications and experience required for this position are more flexible than in other professional theatre productions. However, the following characteristics are preferred:

- Directing experience
- Workshop experience
- Experience working in theatre and particularly theatre production
- Experience with volunteers and young people
- Writing experience
- Proven ability to work with a broad range of people, especially young people
- Ideally have a current driver's license