

## POSITION DESCRIPTION & PERSON SPECIFICATION

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| <b>Position:</b>     | <b>Capping Show Main Script Writer</b>                           |
| <b>Reports to:</b>   | <b>Capping Show Producer, Capping Show Directors</b>             |
| <b>Location:</b>     | <b>OUSA, University of Otago, Dunedin (remote work possible)</b> |
| <b>Organisation:</b> |                                                                  |

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 over 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 the Main Sketch Writer, you will be responsible for crafting the script for Capping Show, ensuring it's both relevant to the Otago student audience and sensitive to broader social issues. You will work closely with the Directors and Producer, incorporating feedback and making revisions as needed.

The script will adhere to the theme selected by the Capping Show Directors, and will conform to the format and length dictated by the Capping Show Producer. While no topic is off limits, scenes involving sensitive must be structured thoughtfully to avoid harm to marginalized communities.

## Areas of Responsibility

| Area                     | Expected Outputs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| <b>General Tasks</b>     | <p>Reporting to Capping Show Producer, this position will be responsible for:</p> <ul style="list-style-type: none"> <li>Assisting the OUSA Events Team to ensure that the Capping Show achieves its goals, namely to deliver a relevant comical revue-style show by students for, on the main, a student market. The show shall attempt to be humorous without being excessively offensive.</li> <li>Creating a theatre script for the show of the structure, duration and theme stipulated by the Producer.</li> <li>To work with the Producer and the Directors and implement their feedback on the script.</li> <li>Ensuring that the content of the script does not contribute to the disempowerment of marginalized communities</li> <li>Ensuring that deadlines are met, without exception.</li> </ul> <p><b>Planning and Reporting:</b></p> <ul style="list-style-type: none"> <li>Attend meetings with the OUSA Events Team and report on whether target goals are being achieved and to communicate relevant issues relating to the successful production of the Capping Show.</li> <li>Meet deadlines for drafts and final scripts.</li> </ul>                                                                                                                                                           |
| <b>Health and Safety</b> | <ul style="list-style-type: none"> <li>To ensure staff and volunteers report accidents to the Capping Show Producer or Assistant 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.</li> <li>Take personal responsibility for engaging in OUSA's no-harm, health and safety culture</li> <li>Be familiar with the hazard register for the work area that you work in</li> <li>Communicate to the Producer, Assistant Producer and colleagues any potential hazards that you identify that are not on the register</li> <li>Be familiar with the location of first aid kits and qualified first aiders in the Association</li> <li>Be familiar with and adhere to any health and safety plans</li> <li>Ensure incident and accident forms are filled out for all incidents and accidents that you are involved in, and submit these reports to the Producer in a timely manner.</li> <li>Be proactive in identifying new health and safety initiatives within the department and the wider OUSA community</li> </ul> |

### Personal Attributes

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

### 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:

- A great sense of humour
- Basic understanding of what Capping Show is
- Scriptwriting experience
- Proven experience working in theatre and particularly theatre writing

**This role can be applied for by an individual, or jointly by a pair of script writers.**