

POSITION DESCRIPTION & PERSON SPECIFICATION

Position:	Capping Show Choreographer
Reports to:	Capping Show Producer, Assistant Producer & Directors
Volunteers and Interns:	Capping Show Actors
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 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:

To design engaging and original dance routines for Capping Show, and to teach these dances to the Capping Show actors throughout the writing and rehearsal period. Choreography for the show may include but is not limited to; the opening dance, the closing dance, and musical sketches, and other scenes the directors determine require support of the choreographer. The Choreographer will be responsible for communication with the musical director, wardrobe manager, set & prop designer, and directors to ensure the show choreography aligns with the other parts of the show. The choreographer will also play a role in casting, leading prospective actors through a short dance number during auditions in late February and providing feedback on their performance to the Producer and Directors.

Areas of Responsibility

Area	Expected Outputs
General Tasks	• Create the choreographic content of the Capping Show. • Work collaboratively with the Directors, Musical Director and other crew. • Liaise with OUSA Events regarding, auditions and performances. • Rehearse the cast and any specialist dancing group. • Ensure all deadlines are adhered to. • Lead the Choreography section of Auditions and input as needed. • Ensure that deadlines are met and adhered to. • Aid OUSA in ensuring that the Capping Show achieves its goals, namely to be a culturally 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. • Submit a written report after the completion of the show to the Capping Show Producer. • 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 review.
Health and Safety	• Ensure that any dancers 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. • Ensure all dancers are 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. • Communicate to the Departmental manager 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 submit these 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	• Ability to build and maintain professional relationships. • Ability to relate to a diverse range of people. • Excellent oral communication skills. • Communicates positively with colleagues across the OUSA to ensure a strong collegial culture within OUSA.
Organisation	• Manages self, resources and workload to meet timelines. • Is organised and keeps all files and documents in order. • Ability to work independently and as part of the team. • Ability to recognise when issues need to be escalated.
Change	• Is flexible and resilient to meet the changing needs of OUSA.
Problem Solving	• 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:

- Experience designing and teaching choreography.
- Experience in theatre or dance.
- High standard in professionalism, ethics, and integrity.
- Ability to work to strict deadlines.
- Experience with volunteers.
- Proven ability to work with a broad range of people, especially young people.