



NBMA 2024 – Musical Theatre and Arts Supervisor

Position: Musical Theatre and Arts Supervisor

The NBMA is seeking a qualified individual who will conduct a safe, fun, and effective Musical Theatre and Arts program for the youth in Norway Bay.

Dates of Employment: July 1 – August 9 2024

Note:

- These dates / weeks include the program dates. In addition, supervisors may be required to help in practice planning outside of instruction hours, equipment set-up, repair, and program closing. In addition, if required, the NBMA may require assistance to prepare for the season, including training, equipment orientation, etc.

Objective:

- To manage the day to day operation of the Musical Theatre and Arts program including yearbook, arts and crafts, toddler night, movie nights, and youth dances

Responsibilities:

- Manage, plan, and instruct programming for both the Musical, Arts, and Youth Entertainment
- Supervise employees, track hours, and communicate schedules
- Ensure proper attendance is recorded for attendees and volunteers/ instructors
- Communicate with families
- Rent and pick up equipment for events (ability to drive to Ottawa to pick up equipment and print yearbook)
- Coordinate volunteers
- Organize set up for all events including youth dances and performances
- Ensure proper clean up throughout the programming and at the end of season
- Write the script in collaboration with the musical theatre lead (must be completed prior to programming starting for director approval)
- Ensure proper advertising for events (social media posts, posters etc).
- Create and support new ways to raise money for the program

Qualifications/ Prerequisites:

- Min.16 years old
- 2 years volunteering or working in the program
- Standard First Aid and CPR Level C
- NCCP Making Headway
- Experience with musical theatre, writing, and dance
- Experience working with children

Hours/Salary: Salary is at an hourly rate commensurate with experience.

Please send any questions to Sarah Bolton: sarahaliciabolton@gmail.com