



Job Posting: Provincial DramaFest Coordinator

Position Details

Job Title: DramaFest Coordinator

Job Type: Seasonal Contract, 3-Year Term renewal

Job Term: Sept 1 - June 30, annually

Location: TNS office located in Kijipuktuk/Halifax, NS

In-Person or Online: Hybrid (Online and In-Person)

Salary: \$15,000 annually, Paid \$1,500 monthly for 10 months

Start Date: **Full Contract starts in September 2026**, but throughout this year will be providing some paid shadowing and job-training opportunities

Festival Dates: May 19th - 22nd, 2026

Application Deadline: Saturday, November 15th at midnight.

About Theatre Nova Scotia

Theatre Nova Scotia is a provincial arts service organization that provides a range of services to artists working in theatre at all levels across the province. From individuals to organizations in the professional and community theatre realms. Our big event-based programs annually are The Robert Merritt awards for professional theatre in March, and the Nova Scotia High School DramaFest, in May.

About DramaFest

DramaFest has a 5-decade history of bringing students and teachers together. Over the years thousands of students have spent 3 full days in Halifax, discovering new ideas, finding their voice, making new friends and filling the hallways with song and laughter. During the day, professional theatre artists lead students and teachers alike in drama workshops, masterclasses, and keynote addresses. Then at night a Fringe Festival'esque roster of productions is on display for students to attend, from schools across the province bringing their productions to showcase to each other, and receive feedback for. And all throughout the day are improv games and chances to connect with fellow drama students from across the province.

Hiring Timeline

Our current DramaFest Coordinator - Jake Planinc, will be serving his final term this year (2025-2026). We are seeking our next DramaFest Coordinator who will begin in a year's time in **September 2026**.

This job call is to find that next Coordinator, and then provide an honorarium for paid job shadowing throughout this year. The Incoming Coordinator will spend the 2025-2026

year attending meetings alongside the Outgoing Coordinator Jake (largely online in Zoom meetings) culminating in the 2026 Festival.

The Incoming Coordinator will be asked to attend a monthly checkin with our Outgoing Coordinator Jake, and possibly 2-3 additional Zoom meetings monthly as needed (with teachers or other stakeholders).

The scope of work for the Incoming Coordinator for 2025-26 will solely be on learning and shadowing, with some task delegation.

The Outgoing and Incoming Coordinators will meet online once a month until February, then meet biweekly until the festival month in May.

The Incoming Coordinator must be available in person, full-time the week before and of the festival (May 10th to 23rd, 2026), to help and support the Outgoing Coordinator in their execution of the Festival.

The Incoming Coordinator will receive an honorarium of **\$3,000** for the 2025-2026 year to shadow the Outgoing Coordinator (\$1,000 upon hiring & contract signing, then \$2,000 after completion of the 2026 Festival).

The Incoming Coordinator's contract will then fully begin the following September 2026.

The Position & Position Responsibilities

The DramaFest Coordinator works closely with, and reports to, the Theatre Nova Scotia Executive Director in order to plan, organize, and execute the annual NS DramaFest each year. Their tasks include:

- Developing a concept and theme for the year's festival
- Selecting, managing, and directing the administrative, creative, and teaching teams
- Undergo a Fall budget review with the ED, and then working within that agreed upon budget for the Festival.
- Identifying and arranging for all venue rentals.
- Engaging and managing the technical team at the festival's venues.
- Engaging and managing the festival volunteers.
- Arranging & scheduling all workshops for the year, and staffing them with an appropriate workshop teacher.
- Collecting & vetting Criminal Record Checks and Child Abuse Registry checks from all workshop leaders with sufficient time and notice.
- Identifying a feature presentation, or a company in residence for the year (subject to approval by TNS).
- Promoting the festival to teachers and students throughout the year.
- Communicating with teachers throughout the province, year-round.
- Communicating with students throughout the province.
- Collecting & Verifying School and Student registrations.
- Coordinating School Productions & managing Registrations.
- Maintain and expand sponsorship relationships with festival funders.
- Maintain a relationship with Halifax Regional Arts, and with EDANS.
- In coordination with TNS ED, spot and apply for any appropriate festival grants.
- Provide a written final report debriefing the festival, and submit any final reports for grants received.

Programs Used:

- Gmail
- Google Drive & Suite of tools (Drive, Docs, Sheets, Forms, Calendar)
- Canva (used for social media)
- DramaFest Website: A Wordpress backend, with an Elementor page builder
- Quickbooks (for Invoices and Receipts)

We are looking for someone who:

- Has experience and passion for working with youth in the arts
- Has significant producing or event management experience and skills
- Has connections within the teaching community
- Has connections with professional artists and theatres across Nova Scotia
- Works well under pressure
- Has experience managing a team or a roster of collaborators
- Grant writing experience and final report experience
- Passion for providing fun, safe environments for students to learn
- Has a mind towards topical and accessible themes to bring each year
- Has strong leadership skills

Position Requirements:

The Hiring Committee will be seeking candidates who best demonstrate the following:

- Strong Event Coordination or Producing Experience
- Strong experience working with high school-aged youth in the arts
- Strong leadership experience and works well under pressure
- Administrative experience and skills
- Connection to the professional theatre community
- Familiarity with Google Suite and the other tools listed above
- Communication skills
- Able to work independently and proactively manage work
- Understanding and passion for the role of DramaFest

Schedule of Work:

The DramaFest Coordinator will coordinate and complete all work for the festival during the school year (September to May/June).

Work will be sparser in the early months (September to February) when prep is happening. Then workload increases in March through April as the Festival nears, culminating in full-time in-person work throughout the month of May to execute the festival. With final cleanup and invoice and budget reporting afterwards in June.

The DramaFest Coordinator agrees to be in residence in Halifax for the month of the Festival, and one week afterwards. (This exact schedule is subject to agreement between the DramaFest Coordinator and the ED each year).

Notices:

The DramaFest Coordinator is an independent contractor; this is not a contract for employment, and as such normal payroll benefits will not be paid, and a T4A will be issued each year for the employee's annual honorarium amount.

Due to the close proximity the DramaFest Coordinator will have with youth, this contract is subject to an annual Criminal and Vulnerable Sector Check.

The DramaFest Coordinator agrees to inform Theatre Nova Scotia on an ongoing basis of any other work commitments which may impact their work on the Festival, and to keep TNS sufficiently informed of their workload and contact info during the contract period.

Weekly working hours, including time and place of prep work may be determined by the DramaFest Coordinator. TNS offices are open and available for use if desired!

Theatre Nova Scotia encourages applications from artists from the IBPOC, Disability, or the 2SLGTBQIA+ communities. Applicants from these or other communities wishing to self-identify may do so in their application.

If candidates have any accessibility needs or accommodations required throughout the process, please contact <theatre@theatre.ca> for assistance.

To Apply:

To apply, please email us at <submissions@theatre.ca> before the deadline of **Saturday, November 15th at midnight.**

Please send us an email with 'DramaFest Coordinator' in the subject line, and include:

- A cover letter speaking to your experience and interest in the position
- Your Resume or CV

Please don't hesitate to reach out to us at <theatre@theatre.ca> with any questions or for more clarification!