



<p><u>JOB DESCRIPTION</u> CONTRACTUAL POSITION</p>	
<p>JOB TITLE: Drama/Theatre Arts Coordinator/Instructor</p>	
<p>JOB SUMMARY:</p> <p>Develops and executes drama and theatre arts programmes and activities within schools. The incumbent is also responsible for training students and preparing them for local and national competitions.</p>	
<p>REPORTS TO:</p>	<p>Multicultural Coordinator</p>
<p>SUPERVISION GIVEN TO:</p>	<p>N/A</p>
<p>DUTIES AND RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Coordinate the tuition of Speech/Drama Programmes at primary and secondary schools. • Guide the process of Speech/Drama Lesson Plans for implementation. • Coordinates Speech/Drama programmes/activities put on by the unit. • Develop and institute rubric to continuously evaluate: <ul style="list-style-type: none"> • Projects. • Instructors. • Investment profiles. • Map the progress of beneficiaries/respondents of the Unit's varied initiatives/projects. • Plan special programmes in Speech and Drama for special occasions. 	
<p>KNOWLEDGE, SKILLS AND ABILITIES:</p>	
<p>KNOWLEDGE:</p>	<ul style="list-style-type: none"> • Knowledgeable of Culture and the Arts. • Possess competencies in the delivery of new strategies in the management and implementation of Drama Education in Schools/Groups. • Demonstrate willingness to participate in on-going personal professional development experiences as a means of enhancing the instructional, intervention and assessment support provided to other Coordinators and Instructors.
<p>SKILLS AND ABILITIES</p>	<ul style="list-style-type: none"> • Skilled in the use of software programmes such as Microsoft Office Suite. • Good oral and written communication skills. • Must be competent Team Player.



	<ul style="list-style-type: none">• Have strong oral and communication skills.• Ability to prepare proposals and reports on programmes.• Classroom management skills
MINIMUM EXPERIENCE AND TRAINING:	
<ul style="list-style-type: none">• Be in possession of a Certificate in Drama/Theatre Education or equivalent theoretical knowledge as evidenced by minimum of 5 years or more as a Director of a recognised Drama Guild or Theatre.	