



**JOB TITLE:** Theatre and Film Instructor

We are looking for a dynamic and committed individual who is passionate about educational programming, career development, and empowering youth to reach their full potential.

Career Trek is a not-for-profit organization that helps young people discover the importance of post-secondary education by providing hands-on career-oriented programming at post-secondary institutions across Manitoba. Career Trek helps young Manitobans discover their full potential by providing them with hands-on learning opportunities designed to develop the skills, knowledge, and values necessary for future success. These experiences help to increase educational attainment, career satisfaction, and community stewardship levels.

**EXECUTIVE SUMMARY:**

Career Trek Instructors facilitate career exploration and essential-skills development lessons to groups of up to 15 program participants, ages 10-11. Instructors assemble supplies and equipment for lesson delivery, work with our in-house curriculum team to modify lesson plans and instruct our participants as they discover new careers through a hands-on format. This position will work closely with a post-secondary campus of other instructors to deliver full days of meaningful lessons and mentorship.

This position will be operating out of Winnipeg at the University of Manitoba.

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Deliver lessons about careers in the theatre and film field to participants
- Prepare for Saturday lessons by readying and purchasing materials
- Perform safety and hazard checks regarding room booking space, lessons materials, and lesson equipment
- Report to both the Campus Coordinator and Program Coordinator regarding issues with participants, room booking space, lesson materials, and lesson equipment
- Provide additional supervision for the participants during lunch-hours
- Communicate with the curriculum development team regarding the lessons they provide you with, including constructive feedback, new suggestions, and possibilities for the upcoming programming year
- Additional duties as assigned



### **EDUCATION AND QUALIFICATIONS:**

- Applicant must be a post-secondary student, currently studying within the Theatre and Film faculty
- Must have the ability to work in a team setting
- Must be accepting of constructive feedback on lesson delivery and be open to implementing those suggestions moving forward
- Must have the ability to follow directions and take initiative
- Must have the ability and be willing to act as a mentor for a Junior Staff member during programming hours
- Valid CPR certificate
- Criminal Background Check is required
- To be eligible, the candidate must:
  - be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act 3*; and,
  - be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations

### **TERM DATES:**

Career Trek runs on Saturdays from 8:00am-4:00pm between October and April. Interested applicants must be available to instruct on the following days:

**October:** 20, 27

**November:** 3, 10, 17, 24

**December:** 1, 8

**January:** 12, 19, 26

**February:** 2, 9, 16

**March:** 2, 9, 16, 23

**April:** 6, 13

If you are interested in this position, please follow the link below to submit your information, as well as your resume.

<https://careertrek.ca/registration/index.php/index.php/employment-application-winnipeg/>

Be advised that only those selected for an interview will be contacted. No phone calls please.