



COOPERATIVE EDUCATION



NEW PLACEMENT INFORMATION FORM

Company Name: Hamilton-Wentworth Sears Drama Festival.

Address: 700 main st. West.

Postal code L8S 1A5

Name of Contact Person(s): Carm Iachelli

905.522.1387 (school).

Telephone: 905.906.2819

Fax: 905.521.0542

e-mail ciachelli@hwdsb.on.ca.

Job / Placement Title: Production Coordinator

Number of Placements Available

1

Sem 1 (Sept - Jan) ☐

am ☐

pm ☐

either ☐

Sem 2 (Feb - Jun) ☐

pm ☐

pm ☐

either ☒

Summer Coop ☐

Hours of Work: 8:40 - 11:18 (am) OR 12:18 - 2:50 (pm).

Nature of Honorarium: _____

Job Synopsis: The production coordinator reports directly to the district coordinator. The coordinator will be responsible to maintain and organize production schedules and monitor deadlines. They will also coordinate house management during the festival and actively participate in all the goals and objectives related to the Sears Ontario Drama Festival.

Tasks (Observed and/or performed by the Coop Student):

- Ongoing communication with participants/schools of the Sears Festival.
- publicity and marketing in the community.
- organization of workshops and social activities for all participants.

Job Requirements (Skills, Personal Qualities):

- previous knowledge/experience in theatre production
- high level of organization and resourcefulness.
- ability to remain calm under pressure.
- excellent communication skills

Would you be willing to provide students with short term work experience (2 to 4 weeks)?

Yes.

Cooperative Education ~ It's Working

The Hamilton-Wentworth District School Board

Please complete and email to mburnel@hwdsb.on.ca or fax to: Margot Burnell-Cimba 289-674-0404