

# NBMA 2026 – Musical Theatre, Arts, and Youth Entertainment Supervisor



## Position: Musical Theatre and Arts/Entertainment Supervisor

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

**Dates of Employment:** June 28– August 7 2026

### 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 musical theatre, dance classes, 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 and 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
- budgeting
- Driver's License is an asset

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

Please send any questions to Sarah Bolton: [sarahaliciabolton@gmail.com](mailto:sarahaliciabolton@gmail.com)