

## MEMORANDUM OF UNDERSTANDING

**Between:**

**Brandon University**

**Employer**

**-and-**

**Brandon University Faculty Association**

**Union**

RE: Job Description – Drama Program Coordinator

WHEREAS the Department of English, Drama & Creative Writing is seeking to add new capacity on a temporary basis by way of a professional services contract; and

WHEREAS a job description does not exist for the specified activities, which are consistent with those of a Professional Associate, that they are seeking to have fulfilled; and

WHEREAS the 2023-2027 Collective Agreement between Brandon University and the Brandon University Faculty Association requires that the specified duties be set out in a job description (Article 16.2.2) and that job descriptions be approved prior to candidate interviews (Appendix B);

The Parties agree to the following job description on a one-time, without prejudice or precedent basis:

Drama Program Coordinator, Professional Associate  
Department of English, Drama & Creative Writing

This position reports to the Dean of Arts, through the Chair of the Department of English, Drama & Creative Writing, for the following:

1. Working strategically to grow the Drama program
2. Managing all administrative program requirements including but not limited to course calendar requirements, program manuals and policies, website content, and admissions processes
3. Managing all properties of the Drama program (e.g., costumes, props, sets, etc.)
4. Actively promoting the Brandon University Drama program to encourage new students to participate in courses and/or theatrical productions; conducting this

promotional activity in person, in writing (email, letters, brochures), information sessions, and social media

5. Working with other Drama programs to remain current on post-secondary Drama programming best practices, government and theatre-related initiatives, as well as updates for student funding and award opportunities
6. Completing special projects (such as a theatrical production) on an as-needed basis
7. Working closely with the Department of English, Drama & Creative Writing to update and administer program-specific admissions requirements and add new courses and/or streams to Drama offerings
8. Performing other such duties as may be assigned by the Dean of Arts, through the Chair of English, Drama & Creative Writing and through consultation with the incumbent.



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On behalf of BUFA

Print name: Gautam Srivastava

Date: Jan 9, 2025



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On behalf of BU

Print name: Kofi Campbell

Date: January 9, 2025