



Job Posting – Programs Administrator

Status:	Permanent full-time
Hours of Work:	Office hours with occasional evenings & weekends
Compensation:	\$35,000 to \$41,000 plus extended benefits including pension plan

Driven by a passion to serve its audiences in bold and innovative ways, Gateway Theatre enriches the quality of life in Richmond and surrounding communities by creating outstanding artistic programs and serving as a dynamic hub for the performing arts.

Gateway's staff is an eclectic team with multifaceted expertise. As a group we take risks, we empower, we go beyond, we listen. At Gateway we embrace difference as something that challenges our understanding and stretches us to grow. So, if you won't settle for the expected, you have found your crew.

The Programs Administrator is a new position created to support the artistic and education programs at Gateway. It is ideal for an arts administrator who enjoys creating and maintaining effective systems, and who prides themselves on their ability to effectively manage multiple projects and priorities. The role is expected to develop over time.

Responsibilities will include

- Administrative support (document preparation, scheduling, systems management etc.)
- Contract preparation, execution and payment administration
- Communication with artists, artist educators, parents and program participants
- Liaising with external organizations such as PACT and CAEA, rights and license holders
- Internal communication and information sharing

Experience & Qualifications

- Exceptional organizational abilities and attention to detail
- Excellent verbal and written communication skills including a talent for customer service
- An adaptable mindset and an enthusiasm for learning and development
- An appreciation for arts education and the live performing arts.
- Computer skills – particularly competence in Microsoft Word, Excel, and Outlook
- Knowledge of the CTA and DOT agreements is an asset, as is experience working with artists

Gateway Theatre strives to be an equitable and inclusive workplace. We value an open and diverse community that fosters the inclusion of many different voices. We encourage applications from members of communities that have been marginalized based on sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, or status as an Indigenous person. Please note any required accommodations in your cover letter.

To Apply

Please send a resume and cover letter outlining your suitability for the position to Barbara Tomasic btomasic@gatewaytheatre.com. **Deadline 5pm Pacific, 25 January 2021.**

We thank all applicants, but only those considered for an interview will be contacted.