



## **Job Posting – Event Coordinator for Hallows’ Eve Pop-Up**

**Status:** Freelance Contract  
**Contract Dates:** October 21, October 23-24, October 30-31 (Approx. 30-32 hours total)  
**Compensation:** \$28/hr

### **About us:**

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 offerings and by serving as a dynamic hub for the performing arts. To achieve our organizational mission and connect with the changing population of Richmond, we employ staff with eclectic and multifaceted expertise. As a group we take risks, we empower, we go beyond, we listen. We embrace difference as something that challenges our understanding and provokes our growth.

### **About the event:**

The Hallows’ Eve Pop-Up Theatre is an outreach event that will be taking place over two weekends in late October. We will be setting up a pop-up theatre at two sites, based on our Hallows’ Eve Paper Theatre Kit that was created in 2020 by Keely O’Brien, story and characters by Jasmine Chen. This is a free family friendly event that encourages young people to play inside the theatre. Groups will be given around 10 minutes to play with puppets, take photos inside the theatre and engage with Event Hosts.

### **Position Overview:**

The Event Coordinator will be responsible for overseeing the Hallows’ Eve Pop-Up event at the Gulf of Georgia Cannery and Aberdeen Mall. They will be a leader for the on-site team by communicating effectively between team members and ensuring smooth operation throughout the event. They will be supervise the event and manage any issues that may arise.

### **Responsibilities will include:**

- Manage event flow and liaise with site staff at the Gulf of Georgia Cannery and Aberdeen Mall
- Coordinate and oversee Event Hosts and volunteers in their roles
- Will communicate effectively between departments (Artistic, Patron Services, Audience and Revenue Development)
- Will make recommendations on how the event flow can be improved from Day 1 to Day 2 at each site and between each site
- Coordinate and assist with the set up and strike of the pop-up theatre
- Will ensure that the event runs on schedule
- Supporting staff and volunteers if any conflicts arise either internally or with members of the public
- Answer questions from staff/volunteer/public about the event
- Assist with processing simple payments
- May be required to take inventory and reconcile sales at the end of each event
- Support Covid protocols set by site partners, encourage safe practices
- Identify gaps and needs that should be addressed

- Act as a team leader and point person for any emergency or safety concerns
- Liaise with site in regards to first aid/safety/emergency
- Fill out daily event reports

### **What background will you need?**

- 2+ years of event coordination or stage management experience
- Experience working with youth and parents
- Experience in public events
- Sound ability to manage a team
- Ability to take initiative in a collaborative or independent setting
- Ability to de-escalate conflict
- Understanding of anti-oppression and equity
- First Aid training is an asset

### **What will you bring to the team?**

- An engaging and skilled approach to working with Gateway leadership, varying levels of staff, volunteers, and the public
- An honest, open, diplomatic approach when relating to others.
- The willingness and flexibility to learn and tackle new challenges.
- The motivation to have fun, enjoy your work and be part of a team.
- Creative problem-solving abilities
- Chinese language skills are an asset.
- Candidates with relevant, transferable skills who do not exactly meet the above specification are encouraged to apply

### **Requirement:**

Legally able to work in Canada (Canadian citizenship, permanent residency or existing open work permit)  
The Event Coordinator will be required to provide proof of double vaccination in order to be hired for this position.

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. We welcome self-identification in your application. Please also note any accommodations or accessibility requirements in your cover letter.

### **To Apply:**

Please send a resume and cover letter outlining your suitability for the position to Andrea Barragan, at [abarragan@gatewaytheatre.com](mailto:abarragan@gatewaytheatre.com) with the subject line "Event Coordinator for Hallows' Eve Pop-Up".

**Application Deadline: by 5PM, September 30, 2021.** We thank all applicants, but only those considered for an interview will be contacted. If you have any questions please call or email programs administrator Andrea Barragan at (604) 247 4974 or [abarragan@gatewaytheatre.com](mailto:abarragan@gatewaytheatre.com).