



Job Posting – Event Host for Hallows’ Eve Pop-Up

Status: Freelance Contract
Contract Dates: October 21, October 23-24, October 30-31 (Approx. 30-32 hours total)
Compensation: \$25/hour

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. So, if you won't settle for the expected, you have found your crew.

About the event:

The Hallows’ Eve Pop-Up 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 miniature Paper Theatre that was created in 2020 by Keely O’Brien, Story and Characters by Jasmine Chen. This is a free family 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 Host will be engaging the public at the Gulf of Georgia Cannery and Aberdeen Mall as part of the Hallows’ Eve Pop-Up weekends. They will participate in an orientation session with others involved in the project. They will assist with set-up and strike of the pop-up theatre at each venue. They will encourage people of all ages to play inside the pop-up theatre. They will provide puppet demonstrations for the public and introduce characters from the Hallows’ Eve story. They will be responsible for communicating any rules and guidelines for safety related to the pop-up.

Responsibilities will include:

- Interacting with the public, welcome participants
- Performing puppet demonstrations, encouraging participants to explore and play
- Managing patron flow and timing inside the pop-up
- Assisting in taking photos for groups
- Following COVID protocols and ensuring the safety of participants
- Assist with setting up and striking the pop-up theatre

What background will you need?

- Experience working with youth
- Experience in working with the public (i.e. retail, events, etc.)
- Sound ability to work in a team
- Ability to take initiative in a collaborative or independent setting

- Ability to take direction
- Ability to de-escalate conflict
- Understanding of anti-oppression and equity
- Understanding of working with minors
- Performance background is an asset
- Improvisation skills are an asset
- Puppetry experience 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 Host 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 a link to a short video audition (max 3 minutes)

Video requirements:

- Please introduce yourself and why you're interested in this position
- Briefly speak about your experience working with youth and the public
- List any languages you are proficient in
- Introduce a puppet character and demonstrate their character voice and how they move
- Please keep the video to under 3 minutes

Please send your application to Andrea Barragan, at abarragan@gatewaytheatre.com with the subject line "Event Host Application". **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