



Job Posting – Administrator

Status:	Full-Time (35hrs/week) Permanent
Hours of Work:	Office hours plus occasional evenings and weekends
Compensation:	\$44,000 - \$46,000
Benefits:	Extended benefits plan; pension plan; optional partial remote working; paid sick days; three weeks paid leave to start
Anticipated Start Date:	late May 2023

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.

The Administrator works directly with Gateway's Executive Director on a variety of projects plus supporting the activities of the Board of Directors and the fundraising staff. They also drive the development of new accessibility initiatives at Gateway. The role is ideal for a non-profit or arts professional with a few years' experience under their belt and a commitment to EDI who wants to take on a role with growth potential.

Responsibilities will include

- Public and private sector grant-writing
- Research and planning for new accessibility initiatives
- Co-ordinating special projects such as staff training and events
- Office administration and Executive Director support tasks
- Assisting the Executive Director in drafting documents and budgets
- Supporting the work of the Board of Directors

Experience & Qualifications

- Approximately 3 years' administration experience in a performing arts, events, non-profit, or similar environment
- Strong and persuasive writing skills
- An enjoyment of critical-thinking and problem-solving
- Excellent organizational and multi-tasking skills plus attention to detail
- An adaptable attitude and desire to learn and develop



A STAGE FOR RICHMOND

Registered charity: #11911 8875 RR0001

- An enthusiasm for performing arts production and theatre operations

Candidates with relevant, transferable skills who do not exactly meet the above specification are encouraged to apply.

Additional Requirements

- Demonstrated experience with and commitment to inclusion, equity and anti-oppression
- Legally able to work in Canada (Canadian citizenship, permanent residency, or existing open work permit)
- Must be at least seven days past having received at least two doses of a COVID-19 vaccine approved by Health Canada, upon starting work

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 identity 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 email your resume and a cover letter outlining your suitability for the position to Camilla Tibbs ctibbs@gatewaytheatre.com. **Deadline 5pm Sunday April 30th, 2023.** We thank all applicants, but only those considered for an interview will be contacted.