



Job Posting – Interim Education Manager

Status:	Full-Time (35hrs/week) One Year Fixed Term Contract
Hours of Work:	Office hours plus occasional evenings and weekends
Compensation:	\$53,000-56,000
Benefits:	Extended benefits plan; optional partial remote working; paid sick days; three weeks paid leave to start
Contract Term:	mid-June 2023 to late June 2024

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.

Reporting to the Director of Artistic Programs, the Interim Education Manager is responsible for all aspects of Gateway's Academy, including planning class offerings, hiring and supporting instructors, establishing and managing the Academy budget, ensuring appropriate safeguards are in place, collaborating on marketing initiatives, and working with the Artistic Department around Education Initiatives. The Manager will also plan, promote and run the Secondary School Outreach program and provide expertise to other departments regarding education activities. The successful candidate will have a passion for youth arts education as well as administrative experience in an arts education environment.

Responsibilities will include

- Upholding protocols to ensure the safety of all Academy youth
- Instructor recruitment, orientation and support
- Curriculum maintenance in concert with instructors
- Class administration – registrations, auditions, class lists, communication with parents/guardians
- Producing all Gateway Academy events
- Budget development and management
- Database management (Spektrix)
- Overseeing the work of the Programs Co-ordinator and Summer Intern (shared accountability)
- Supporting the Academy marketing by the Marketing department
- Minor production facilitation in concert with the Production Services Manager
- Planning, promoting and executing the Secondary School Outreach program
- Collaborating with the Artistic Department around events with education components

Experience & Qualifications

- A passion for working with youth and for engaging with the public
- At least 2 years' experience working in youth performing arts education
- Knowledge of the performing arts education landscape in Metro Vancouver
- Excellent organizational and multi-tasking skills, attention to detail



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- Superior interpersonal and verbal and written communication skills
- Exceptional customer service skills
- Administration experience, ideally in an arts or non-profit environment
- Experience with Microsoft Office suite
- An enthusiasm for a collaborative work environment
- Teaching experience is not essential but is an asset.
- Multiple language skills are also an asset.

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
- Satisfactory criminal record and vulnerable sector checks
- 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 cover letter to Barbara Tomasic, Director of Artistic Programs, btomasic@gatewaytheatre.com with the subject line “Interim Education Manager”.

Application Deadline: 5:00pm Monday, May 8, 2023. We thank all applicants, but only those considered for an interview will be contacted.