



Job Posting – Rentals Co-ordinator

Status: Permanent Full Time

Hours of Work: 35 hours per week. Various shifts including days, evenings and weekends*

Compensation: \$37,000 to \$40,000 per annum

Benefits: Extended benefits plan; pension plan; paid sick days; three weeks paid leave to start.

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 successful candidate for the Rentals Co-ordinator will work under the direction of the Facility Manager to assist with overseeing the rental events happening at Gateway Theatre. The position requires evenings and weekends and therefore the exact schedule is determined by the booked rental dates.

**For the right candidate, there may be some flexibility regarding schedule to pro-rate the position and compensation to 30 hours per week, if that is their preference.*

Scope of Responsibilities:

Assist with the rental events happening at Gateway Theatre including:

- Relationship management and communication with stakeholders (rental clients and multiple internal departments).
- Liaise with rental clients to identify their needs and goals for their event.
- Logistical event planning with multiple internal departments including Patron Services and Production.
- Administrative support (document preparation, scheduling, systems management).
- Attend rental meetings and events to be the point person for inquiries from clients.
- Proactively handle any arising issues on event days.
- Conduct pre- and post-event evaluations and report on outcomes to the Facility Manager.
- Other related duties as required.



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Experience, Qualifications & Attributes:

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

- Experience or training in event management and/or stage management.
- Ability to prioritize, manage multiple projects and meet deadlines while being able to work independently.
- Ability to present options and solutions during stressful moments and have the confidence to make decisions.
- Experience building strong client relationships
- A talent for developing and maintaining a positive customer service experience.
- Must be a team player while knowing how to take leadership.
- Adaptable and flexible to changing priorities.
- Understanding of working in a union (IATSE) environment, in a non-union position.
- High standard of customer service.
- Excellent organizational skills and attention to detail.
- Strong verbal and written communications and interpersonal skills.
- Proven ability to manage others.
- A collaborative, innovative and flexible approach to work.

Assets (not required)

- Cantonese and/or Mandarin language skills.
- A performing arts and/or events background.
- Experience working with unionized colleagues.

Requirements:

- Legally able to work in Canada (Canadian citizenship, permanent residency or existing open work permit).
- Proof of two doses of a Health Canada-approved COVID-19 vaccination before the first day of work.
- Successful Criminal Record Check including vulnerable sector check.

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 send a resume and cover letter outlining your suitability for the position to Samara Van Nostrand svannostrand@gatewaytheatre.com **Application Deadline 5pm Wednesday August 24, 2023.** We thank all applicants, but only those considered for an interview will be contacted.