



Job Posting – Child Supervisor

Status: Contract
Hours of Work: varied depending on week, see below
Compensation: \$3,000
Department: Artistic
Reports to: Caitlin Fysh, Artistic Producer

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, and 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.

Gateway Theatre is looking for a Child Supervisor for our upcoming production of Rodgers & Hammerstein's *Cinderella*. Present at rehearsals and performances to make sure the safety of the minor performers is upheld, they are a key member of the team in regards to performer support.

Responsibilities will include:

- Arriving at the theatre 15 minutes before performer call time to receive child performers from their parent/guardian.
- Ensuring the health and safety of all child performers.
- Ensuring no child performer is alone with another adult.
- Standing by in the rehearsal room or in the wings while child performers are onstage and receiving them from the stage as they exit.
- Handing off all child performers to their parent/guardian at the end of the shift.

Basic Schedule:

- Rehearsals run November 12 – December 3. Shifts during rehearsal are 2 evenings per week 4pm-9pm (days TBC) and weekends 10am-6pm.
- Tech week runs December 4-December 13. Shifts will be approximately 3:45pm-10:15pm.
- Performances run Thursday December 14 – Saturday December 31. Shifts will be approximately four hours in length for every show.

Requirements:

- Must be 19+



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Registered charity: #11911 8875 RR0001

- Must have a clear criminal record (an “Enhanced” criminal record check will be required)
- Responsible, diligent, and conscientious
- Time management skills
- Good with children
- Ability to work evenings, weekends, and through the holiday break
- Understanding of the theatre and performance demands an asset but not required
- Legally able to work in Canada (Canadian citizenship, permanent residency, or existing open work permit).
- Demonstrated experience with inclusion, equity, and anti-oppression.
- COVID-19 Vaccination: by the first day of work, the successful applicant must be at least seven days past having received all recommended doses of a COVID-19 vaccine approved by Health Canada.

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 in a PDF outlining your suitability for the position to Caitlin at cfysh@gatewaytheatre.com. **Application Deadline: November 7, 2023 @ 12pm.** We thank all applicants, but only those considered for an interview will be contacted.