



**Job Posting – Program Assistant (Education)
(Canada Summer Jobs Position)**

Status:	Temporary (7 weeks) 30 hours/week
Hours of Work:	Base office hours are 9am-5pm; some mornings (8am), occasional evening, and weekend work may be required in response to camp needs
Compensation:	\$ 17.85/hr + 4% vacation pay
Anticipated dates:	June 23 – August 11, 2025

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.

Reporting to the Education Manager, the Education Assistant will support the Education Department in Gateway Academy program registrations and preparations, efficient running of summer camps and their presentations. The Assistant will help address the needs of Academy Faculty and participants. On occasion, the Assistant may also receive opportunities and training from other Department Managers.

We are seeking a candidate with strong organizational, and written and verbal communication skills, who is interested in the intersections of theatre administration, technical production, and theatre education for young people.

Responsibilities include

- Data entry and record keeping
- Research and development for upcoming Education programming
- Preparations for summer camp offers
- Support / communicates with participants, youth volunteers, families and Faculty
- Assisting camp instructors with managing class dynamics, in-camp rehearsals, and production needs (i.e. basic stage management) during camp time
- Assisting production creatives (i.e. costume/props designer) with organizing costume and props elements for the Academy Musical Theatre Performance production
- Tracking registrations for summer and year-long classes
- General administrative duties for Education departments
- Other duties as required by supervisor



A STAGE FOR RICHMOND

Registered charity: #11911 8875 RR0001

What will you bring to the team?

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

- Excellent written and interpersonal communication skills
- Superior organizational and multi-tasking skills
- An ability to provide excellent customer service
- Keen interest in and understanding of theatre and performance
- Keen interest in arts education for youth
- Experience working with children & youth
- Curiosity and willingness to meet youth accessibility needs as they are identified
- Proven ability to balance individual initiative with working as part of a dynamic team
- Superior attention to detail

Assets (not required)

- Experience in theatre production or stage management
- Knowledge of a second language, ideally, Cantonese or Mandarin
- Academic studies in Arts Administration, Education or Theatre Arts would all be of benefit to this work experience, but these fields of study are not essential.

This position is funded through the Canada Summer Jobs program. The successful applicant must:

- be between 18 and 30 years of age at the start of employment
- be willing to commit to the full duration of the work assignment for a period of 7 weeks
- not have another full-time job (over 30 hours a week)
- not be attending full-time classes while carrying out this job
- Have satisfactory Criminal Record and Vulnerable Sector Checks
- be legally able to work in Canada (Canadian citizen, permanent resident or eligible refugee)

Schedules will be determined with supervisors, in advance, and will not exceed 7 hours/day & 30 hours/week.

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 Renee Fajardo, Education Manager: academy@gatewaytheatre.com by 11:59pm on **May 19, 2025**. We thank all applicants, but only those considered for an interview will be contacted.