



**Job Posting – Office and Artistic Coordinator  
(Canada Summer Jobs Position)**

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<b>Status:</b>	Temporary Full-time (8 weeks, 30 hours/week)
<b>Hours of Work:</b>	Base office hours are 9am-5pm; some mornings (8am), occasional evening, and weekend work will be required in response to event times.
<b>Compensation:</b>	\$17.85/hour + 4% vacation pay
<b>Anticipated Dates:</b>	June 16 – August 8, 2025

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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 jointly to the Executive Producer and the Facilities Manager, the Office and Artistic Coordinator will support Gateway departments with administrative duties in preparation for the 2025/2026 season including Gateway Theatre's summer auditions, events, and general season administration. On occasion, the Office and Artistic Coordinator may also receive opportunities and training from other department managers.

We are seeking a candidate curious about learning how a professional theatre operates by working with multiple departments with a proactive and collaborative approach. They should have strong organizational, and written and verbal communication skills, and be interested in the intersections of theatre administration, technical production, and theatre education.

**Responsibilities may include**

- Organizing and facilitating auditions
- Attendance and duties at summer artistic events, as needed
- Data entry and record keeping
- Archival organization
- Research and development for upcoming events
- Assist with Production administration
- General administrative duties for multiple departments within the Gateway Theatre offices
- 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
- Computer skills in Microsoft Office Suite (in particular Excel)
- Keen interest in and understanding of theatre and performance or events
- Proven ability to balance individual initiative with working as part of a dynamic team
- Superior attention to detail
- A curious and proactive approach to projects

**Assets** (not required)

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

**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 8 weeks
- not have another full-time job (over 30 hours a week)
- not be attending full-time classes while carrying out this job
- be legally able to work in Canada (Canadian citizenship, permanent residency or existing open work permit)

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 Samara Van Nostrand, Facilities Manager: [svannostrand@gatewaytheatre.com](mailto:svannostrand@gatewaytheatre.com) by 11:59pm on **May 19, 2025**. We thank all applicants, but only those considered for an interview will be contacted.