

Job Posting

Academy Instructor - Musical Theatre classes

Status: Independent Contractor

Hours of Work: September 13 2025 – April 25, 2026 (10:45am-12:15pm; 1:00pm-2:30pm)

Compensation: Hourly teaching fee: \$43.61

About Gateway

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.

We are looking for teaching artists for our Gateway Academy Musical Theatre classes Intro level (ages 6-7), and A-level (8-10). Contractors are ideally contracted for more than one class on a day when possible. Working closely with the Education Manager and the Education Coordinator, Instructors teach acting and ensemble-building skills, dance/choreo, and singing, alongside an accompanist. Curriculum is created in concert with the Education Manager. Our classes are in-person with a max of 12 to 15 students per class.

Responsibilities will include

- Planning, preparing and delivering lessons to all students in the class
- Teaching according to the educational needs, abilities and achievement of the individual students and group of students
- Communicating, consulting and co-operating with other staff members
- Safeguarding the students' health and safety at all times
- Occasional Faculty meetings, as needed

Experience & Qualifications

- Prior experience in theatre arts education for children/youth
- Prior experience in and understanding of theatre practices and skills
- Strong dissemination of acting skills
- Strong choreographic skills and dissemination of dance skills
- Comfortable in vocal (singing) coaching skills (an asset)
- Strong class management skills for teaching younger students
- Strong communication and interpersonal skills
- An enthusiasm for children/youth
- Must have or be willing to obtain an Police Information Check and Vulnerable Sector Check (to work with children/youth)

Inclusivity

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 status 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 outlining your suitability for the position to Renee Fajardo (she/her), Education Manager: rfajardo2@gatewaytheatre.com. We thank all applicants; only those considered for an interview will be contacted. Applications are accepted until the position is filled.