



Job Posting – Venue Technician

Status: July 1, 2025 to June 30th, 2026 (negotiable), with mutually committed days of work and priority access to additional days of work that arise.

Hours of Work: Varies week to week – seasonal part-time

Compensation: This is an IATSE local 118 represented position and in accordance with the Collective bargaining agreement, currently: \$31.94/hr plus 7% vacation and 6.67% Statutory Holiday pay

Department: Production

Reports to: *PSM, TD, ATD*

Supervision: Casual IATSE Crew

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 team

Gateway provides entry points for audiences and performers in three key areas: Artistic Offerings, Education and Community Rentals. Through our Artistic Offerings, we produce a breadth of stories that tackle the ideas, values and issues which reflect the diverse people of this city. We bring people together through shared artistic experiences that encourage dialogue and exchange. Our Education programming connects youth to the performing arts, including offering classes in acting, singing, and dancing. Where it is most transformative is beyond the stage, building confidence, self-awareness, and a sense of belonging in young people. Our Community Rentals program allows Richmond to celebrate its achievements, with thousands of people coming through our doors each year to participate in events put on by the public.



A STAGE FOR RICHMOND

Registered charity: #11911 8875 RR0001



Responsibilities will include:

- Functioning as Crew Chief for events and productions on stage as required; providing oversight of other heads and their assistants such as Stage, Paint, Lighting, Properties, Sound, Projection, and Wardrobe
- Functioning as a running crew member for productions as required, reporting to Stage Management during show calls
- Setting up, operating and dismantling theatrical equipment such as lights, sound, projection, sets, props, scenery, costumes, counterweight fly systems and stage rigging
- Analyzing, organizing, advancing and executing designs and projects
- Ensuring the safe operation of all stage apparatus and machinery, including all components of the fly system (when applicable), orchestra pit, stage deck and soft goods
- Overseeing and maintaining the cleanliness of all stage areas, orchestra pit, control booths, sprinkler room, loading dock and all storage areas
- Maintaining a safe working environment for staff, colleagues, stage employees, and guests.
- Upholding the professional image and name of the theatre in good faith during all dealings with staff, guest artists, the public suppliers and other theatre companies
- Executing and coordinating emergency procedures; and reporting all accidents/incidents to their supervisor immediately
- Ensuring regular, self-directed and proactive maintenance, housekeeping and upgrading of equipment
- Ensuring proactive upkeep of paperwork such as reports, manuals, equipment inventory, work lists and cue track sheets
- Training, mentoring and/or orienting other stage workers, including casual heads, assistants, technicians and grips

Requirements

- Training or experience relevant to work as theatrical technician
- Training or experience relevant to supervisory and/or leadership skills
- Professional attitude with excellent client service
- Independent initiative and decision making skills
- Demonstrated training or experience with inclusion, equity and anti-oppression
- A willingness to work as a team and to support fellow members
- A commitment to collaboration, leadership and skill development
- The ability to work in Mandarin or Cantonese is considered an asset



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**Gateway
Theatre**

6500 Gilbert Road
Richmond BC Canada V7C 3V4

Admin: 604. 270. 6500
Box Office: 604. 270. 1812

gatewaytheatre.com

- Must be able to work occasional evenings and weekends

Note: Candidates with relevant, transferable skills who do not exactly meet the above specifications are encouraged to apply.

Other Requirements:

- Legally able to work in Canada (Canadian citizenship, permanent residency, or existing open work permit).
- Demonstrated experience with inclusion, equity, and anti-oppression.

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. Please note any required accommodations in your cover letter.

To Apply:

Please email your resume and a cover letter outlining your suitability for the position to Ashley Bate Info@gatewaytheatre.com with "Venue Technician" in the subject line. Please submit applications as a single file containing all documents (cover letters, CVs, resumes, references or portfolios).

Application Deadline: Aug 30th 2025. We thank all applicants, but only those considered for an interview will be contacted.



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