



## Job Posting – Child Supervisor

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<b>Status:</b>	Contract
<b>Hours of Work:</b>	Varied depending on week, see below
<b>Compensation:</b>	\$17.85/hour (+ GST as applicable)
<b>Department:</b>	Artistic
<b>Reports to:</b>	Caitlin Fysh, Executive Producer & Mandy Huang, Stage Manager

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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.

Gateway Theatre is looking for a Child Supervisor for our upcoming production of *Annie*. Present at rehearsals and performances to make sure the safety of the youth 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 youth performers from their parent/guardian.
- Ensuring the health and safety of all youth performers.
- Ensuring youth performers are accompanied at all times while working.
- Standing by in the rehearsal room or in the wings while youth performers are onstage and receiving them from the stage as they exit.
- Handing off of all youth performers to their parent/guardian at the end of the shift.

### Basic Schedule:

- Rehearsals run November 6, – November 30, 2025. Youth may be called for rehearsal Tuesday to Friday 4pm-9pm and Saturdays and Sundays 10am-6pm.
- Tech rehearsals run December 2 - December 12, 2025. Youth may be called from approximately 3:45pm-10:15pm.
- Performances run December 12, 2025 – January 3, 2026. Show calls will be approximately four hours in length for every show. (Full performance schedule available on the Gateway Theatre website at: <https://www.gatewaytheatre.com/events/annie/>)



**Requirements:**

- Must be 19+
- Must have a clear criminal record (an “Enhanced” criminal record check will be required)
- Responsible, diligent, and conscientious
- Proactive
- Excellent time management skills
- Experience working with children
- Ability to work evenings, weekends, and through the holiday break
- Understanding of the theatre and performance demands an asset but not required
- Demonstrated experience with inclusion, equity, and anti-oppression an asset but not required
- Must be legally able to work in Canada (Canadian citizenship, permanent residency, or existing open work permit)

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 Ashley Bate, Administrator at [abate@gatewaytheatre.com](mailto:abate@gatewaytheatre.com). Submission is open until position is filled.

**Application Deadline: October 20, 2025.** We thank all applicants, but only those considered for an interview will be contacted.