

Job Posting – Props and Costume Coordinator

Academy Musical Theatre Performance – Newsies Jr.

Status: Independent Contractor
Contract dates: Jan. 19, 2026 - May 2, 2026
Compensation: \$1200
Department: Education

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.

Under the supervision of the Education Manager and the Musical Theatre Performance class Director, the successful candidate will support Gateway Theatre's Musical Theatre Performance class by sourcing and coordinating props and costumes for their year-end performances.

Responsibilities

The Contractor will provide the following Services during the Term of this Contract:

- Sourcing costume and props pieces
- Taking costume measurements of students, and making necessary adjustments
- Organizing distribution and collection of costumes/props
- Managing costume and props budget of \$2350 (transport expenses inclusive)
- Arranging transport and return of costume/props pieces
- Consulting and advising the director on costuming and props ideas
- Communicating costuming/props needs to Education Manager
- Present designs (15 mins max) to two Academy classes (date TBC)
- Attend production meetings
- Other duties as required by supervisor

Direct Report

In performance of the Services, the Contractor will take directions from Renee Fajardo (Education Manager), and work closely with the Musical Theatre Performance Class Instructors, and the Education Coordinator.



A STAGE FOR RICHMOND

Registered charity: #11911 8875 RR0001

Contract Dates:**Production: Newsies Jr.****Deadlines**

Costume and Props Design Proposal:	Feb. 2
Budget Breakdown:	Feb 2
Return all rented props/costumes:	May 2

Performance of Services Required

**dates may be amended by agreement between the contractor and company*

Measurement taking:	Jan 19 – Feb 7 (dates TBC)*
Costume and Props sourcing:	Feb 7 – Mar 30*
Fittings:	Feb 14 – Mar 14 (dates TBC)*
Design Presentation to Academy classes:	Feb 9, Feb 10*
Final/Tech rehearsals:	Apr 13, 17, 20
Dress/Preview:	Apr 22
Shows:	Apr 24, 25

What Background will you need?

- Prior experience in set/prop design is an asset

What will you bring to the team?

- The successful candidate must be reliable, detail-oriented, and have an enthusiasm for working with children & youth.

Requirements:

- Legally able to work in Canada (Canadian citizenship, permanent residency, or existing open work permit).
- Demonstrated experience with inclusion, equity, and anti-oppression.
- Must have or be willing to obtain an Police Information Check and Vulnerable Sector Check (to work with children/youth)

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 a PDF copy of your portfolio, resume and a cover letter outlining your suitability for the role to Renee Fajardo, Education Manager (rfajardo2@gatewaytheatre.com) by Nov. 25, 2025 (Monday), 11:59pm.

Gateway Theatre is committed to employment equity and request that any required accommodations be noted cover letters. We thank all applicants, but only those considered for an interview will be contacted.