



Job Posting: Education Co-ordinator

Position:	Education Co-ordinator
Status:	Permanent Part-time (15-21 hrs/wk – exact hours TBC)
Hours of Work:	2-3 days/wk; occasional evenings and weekend work may be required
Compensation:	\$18/hr

Gateway Theatre's mission is to enrich the quality of life in Richmond and surrounding communities by creating outstanding professional theatre and a dynamic hub for the performing arts. Incorporated in 1982, Gateway has grown into one of the largest professional theatre companies in the Lower Mainland. We serve the community through professional live theatre productions, theatre education for youth, and community venue rentals.

POSITION SUMMARY:

Under the supervision of the Education Manager, the successful candidate will support Gateway Theatre's education programs with administrative coordination.

Responsibilities will include:

- Coordination of internal programming (eg Academy, Secondary School Outreach, Mentorship Program)
- Assist in research, development and implementation of daytime programming
- Coordination assistance of education events
- Processing of registrations
- Relationship development (eg with students, parents, instructors, staff)
- Website updates
- Other duties as assigned

QUALIFICATIONS:

- Prior experience in theatre and education
- Strong writing, communication and interpersonal skills
- An enthusiasm for customer service
- Proficiency in MS Office software
- Creative thinking is an asset
- Knowledge of local theatre community is an asset
- Must have or be willing to obtain an RCMP Vulnerable Sector Check (to work with children)

The successful candidate must be reliable, detail-oriented, and comfortable working on multiple projects concurrently, both individually or as part of a team.

TO APPLY:

Please email your resume and a cover letter outlining your suitability for the role to Ruth McIntosh, Education Manager (rmcintosh@gatewaytheatre.com), by **June 16, 2019**. 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.