



Job Posting – Programs Co-ordinator

Status:	Permanent full time
Hours of Work:	Office hours with occasional evenings and weekends
Compensation:	\$37,000 to \$40,000 per annum
Benefits:	Extended benefits plan; remote working opportunities; paid sick days; three weeks paid leave to start

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.

Reporting jointly to the Education Manager and the Associate Manager, the Programs Co-ordinator is a new position created to support the rentals and education programs at Gateway Theatre. The role is ideal for someone who enjoys building positive client relationships, who likes creating and maintaining effective systems, and who prides themselves in their ability to effectively manage multiple projects and priorities. The successful candidate will value both the community and professional performances that take place at Gateway and will enjoy interacting with young people and their parents.

Full time hours are 35 per week. For the right candidate, we may be open to pro-rated hours, if desired.

Responsibilities will include

- Relationship management and communication with stakeholders (educators, program participants, parents, and rental clients)
- Administrative support (document preparation, scheduling, systems management)
- Event planning support
- Logistics planning with multiple internal departments
- COVID safety protocol co-ordination
- Internal communication and information sharing

Experience & Qualifications

Candidates with relevant, transferable skills who do not exactly meet the below specification are encouraged to apply

- Experience building strong client relationships
 - A talent for developing and maintaining a positive customer service experience
 - Excellent verbal and written communication skills, including an ability to adapt for the situation/audience
 - Problem-solving skills and demonstrated resourcefulness
 - Exceptional organizational abilities and attention to detail
-

- Demonstrated experience with inclusion, equity and anti-oppression
- An adaptable mindset and an enthusiasm for learning and development
- An appreciation for arts education and the live performing arts
- Good computer skills – particularly competence in Microsoft Word, Excel and Outlook
- Satisfactory Criminal Record Check
- Must be at least seven days past having received all recommended doses of a COVID-19 vaccine approved by Health Canada, upon starting work.
- Legally able to work in Canada (Canadian citizenship, permanent residency or existing open work permit)

Assets (not required)

- Cantonese and/or Mandarin language skills
- A performing arts and/or events background
- Experience working with unionized colleagues

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 your resume and a cover letter outlining your suitability for the position to Samara Van Nostrand at svannostrand@gatewaytheatre.com.

Deadline 5pm, February 9, 2022. We thank all applicants, but only those considered for an interview will be contacted.