

# Child Supervisor

The Arts Club is currently looking to hire 2 Child Supervisors (1 per show) for the productions of *A Doll's House* and *Disney's Frozen*. Both productions will take place at the Stanley Industrial Alliance Stage.

**Synopsis (*A Doll's House*):** *Nora Helmer, a devoted wife and mother, appears to live a perfect life with her husband, Torvald. Hidden debts and societal expectations force her to confront a harsh truth: she's been living in a carefully crafted dollhouse, yearning for freedom. In a daring move that shakes the very foundation of her world, Nora makes a choice that will change the course of her life and everything she believed about love, marriage, and self-discovery.*

**Synopsis: (*Disney's Frozen*):** *In the kingdom of Arendelle, Princess Anna embarks on a daring journey to save her sister, Queen Elsa, whose hidden ice powers have unintentionally trapped their home in an eternal winter. Along the way, Anna teams up with rugged ice harvester Kristoff, his loyal reindeer Sven, and the lovable snowman Olaf to bring Elsa back and restore warmth to their world.*

## About Us

The Arts Club Theatre Company is Canada's largest year-round not-for-profit theatre company. The Arts Club offers the best in professional theatre and has staged over 650 productions. Arts Club is grateful to have our offices, rehearsal halls, workshops, and theatres on the unceded, ancestral and traditional shared lands of the xʷməθkwəy̅əm (Musqueam), Skwxwú7mesh (Squamish), and Səlilwətaʔ/Selilwitulh (Tsleil-Waututh) Nations.

We are British Columbia's largest non-profit cultural employer—hiring more than 500 artists, staff, and crew to stage up to 20 shows annually. We educate and cultivate students and theatre lovers of all ages—over 2,500 people engage in our education and professional development programs annually. We support artists and other arts organizations through professional engagement activities, believing firmly that an investment in the industry benefits all. We are a major economic driver in the areas surrounding our venues—our theatres attract a quarter million theatre patrons to dine and shop in the South Granville, Olympic Village, and Granville Island neighbourhoods.

## Our Mission

To inspire and nurture artists and audiences through cultural experiences that are engaging, thought-provoking, and artistically innovative.

## Our Vision

A community that, through storytelling, is inspired to reflect on who we are and who we can be.

## Our Values

- ❖ **Determination:** We have the drive to continue to move forward, with a respectful nod to our tenacious past and a fearless embrace of our future. It is through this forward momentum that we ensure we are the artistic leaders of our community.
- ❖ **Curiosity:** We have a strong desire to know more about ourselves, our art, and our patrons. This spirit is reflected in our willingness to make room for diversity of thought. This exploration of different

viewpoints and ideas is reflected in our engagement with each other, with our art, our peers, and our community.

- ❖ **Creativity:** We use our imaginations to explore our artistic practice and champion innovation in all the work that we do. We believe in the depth of our local talent and use our resources to showcase it.
- ❖ **Comradery:** We interact with each other with good-fellowship and levity. Our spirit of generosity and warmth is seen in our empathy towards each other, our artists, our patrons, and our community. This allows us to embrace differences and makes us stronger.
- ❖ **Safety:** The health and well-being of each other and our community informs our work and creates a safe, inviting, and inclusive space for all who enter and interact with us. We commit to constantly review our practices to ensure they are anti-racist and non-discriminatory. We are fiercely dedicated to being an organization that continually respects, champions, and uplifts underrepresented voices in all jobs.

We also strive to provide a safe work environment, both physically and mentally, and we have made ongoing commitments to inclusion, anti-racism and anti-oppression. We want the stories we work together to tell to have nuanced and varied perspectives.

## JOB SUMMARY

We are looking for two (2) attentive and enthusiastic Child Supervisors to supervise and care for Youth Artists during the rehearsal period and run of the show. The Child Supervisor will ensure the safety, well-being, and preparedness of the Youth Artists during rehearsals and backstage and facilitate a supportive environment that allows them to rehearse/perform at their best.

## DUTIES AND RESPONSIBILITIES

- Helping the Theatre to uphold Clause 59:00 of the CTA, on engaging Child Performers. The Theatre will review this clause with the Child Supervisor before the first day of rehearsal.
- Greeting the Youth Artists at the beginning of all rehearsals and staying with them until they are picked up by their Parent/Guardian.
- Supervising/supporting the youth Artist during their scheduled rehearsal time to help them run lines or supervise them doing their homework from school.
- Encouraging the Youth Artist to keep their space tidy, if necessary.
- Ensuring the Youth Artist is on task and focused in the rehearsal hall.
- Creating and maintaining a safe and comfortable environment for the youth artists under their care.
- Communicating information from the Stage Management team with the parents and guardians when applicable and requested.
- Supporting the Youth Artist backstage during tech rehearsals and performances. Specific instructions may change based on the needs of the show.
  - The Child Supervisor will be required to be at each performance.
- Additional duties assigned by the Stage Manager within the parameters of supervision of the Youth Artist.
- If hired for *Disney's Frozen*, you will be responsible for the supervision of 4 children (during the performances, there will only be 2).
- If you are hired for *A Doll's House*, you will be responsible for the supervision of 2 children (during the performances, there will only be 1)

## QUALIFICATIONS

- Candidates must be 18 years of age or older.
- Works well with children. Prior experience working with, or supervising children is essential.
- Prior experience working with children in a theatrical setting, is not required, but an asset.
- An understanding of theatre rehearsal process and backstage environment is a valuable.
- Able to work independently and under minimal supervision.
- Full availability during the entire rehearsal period (10 am – 6pm Monday to Saturday) and run of the production (8 performances per week from Tuesday - Sunday).
- The successful candidate must be able to pass a vulnerable sector and criminal record check.

## ADDITIONAL DETAILS

### **A DOLL'S HOUSE DATES:**

**Rehearsal starts:** Monday, August 18<sup>th</sup>, 2025 (first day of engagement)

**Tech Rehearsals:** Friday, August 29<sup>th</sup>, 2025

**Dress Rehearsal:** Wednesday, September 3<sup>rd</sup>, 2025

**1<sup>st</sup> Preview:** Thursday, September 4<sup>th</sup>, 2025

**Opening:** Wednesday, September 10<sup>th</sup>, 2025

**Closing:** Sunday, October 5<sup>th</sup>, 2025 (last day of engagement)

The successful candidate will have one day of prep before the first day of rehearsal that is mutually agreed upon by the candidate, Stage Manager, and Theatre Management.

### **DISNEY'S FROZEN DATES:**

**Rehearsals Start:** Thursday, October 2<sup>nd</sup>, 2025 (first day of engagement)

**Tech:** Thursday, October 23<sup>rd</sup>, 2025

**Dress:** Wednesday, October 29<sup>th</sup>, 2025

**Preview:** Thursday, October 30<sup>th</sup>, 2025

**Opening:** Wednesday, November 5<sup>th</sup>, 2025

**Closing:** Sunday, January 4<sup>th</sup>, 2026 (last day of engagement)

*Please note that there is a possible Holdover until January 18<sup>th</sup>, 2026.*

### **Holiday Show Schedule:**

*Please note that we will be offering adjusted showtimes for this production, to accommodate some of our younger audience members!*

**Monday:** Dark Day

**Tuesday:** 7 PM (& 1 PM on December 23<sup>rd</sup>, 2025)

**Wednesday:** 1 & 7 PM

**Thursday:** 7:30 PM

**Friday:** 7:30 PM

**Saturday:** 1:30 & 7:30 PM (12 & 6 PM on December 6<sup>th</sup>, 13<sup>th</sup>, 20<sup>th</sup>, and 27<sup>th</sup>, 2025)

**Sunday:** 2 PM (1 PM & 7 PM on December 28<sup>th</sup>, 2025)

**\*Dark on Christmas Day**

*Please note the Child Supervisor is expected to be available for all the dates listed above. Please take this into consideration when applying.*

The successful candidate will have one day of prep before the first day of rehearsal that is mutually agreed upon by the candidate, Stage Manager, and Theatre Management.

**Your position will report to the Stage Manager and Company Manager. Your schedule will be provided to you by the Stage Manager.**

**Compensation:** This is a full-time, temporary position, paying \$22.50 per hour.

Hours will be between 30 – 40 hours per week depending on the period of the process rehearsals, tech, in production. Any hours over 40 hours per week are considered overtime and will be paid accordingly.

Access and inclusion are incredibly important to us. In our rehearsal spaces, our studios are situated on the first floor, ensuring accessibility without needing to use stairs. The main entrance to the building is through our Timmie Marr Door, that includes access to a ramp. Many of our doors are accessed by using a keypad to enter a secure door code. Ample seating options are provided for Artists to use while waiting or taking breaks, along with two fully private, individual accessible washrooms within the premises. Each studio is equipped with loading-sized doors, facilitating barrier free entry for mobility device users. Our performances will take place at the Stanley Industrial Alliance Stage, while we aspire for inclusivity and accessibility for all artists, regrettably, the current infrastructure does not support mobility device users.

### **How to apply?**

The Arts Club is fiercely dedicated to being an organization that continually respects, champions, and endeavors to uplift all voices in our work and we strongly encourage submissions from those who self-identify as belonging to historically underrepresented communities. Our stages and stories aim to reflect the beauty, diversity, and nuances of our city. We want to work with artists and administrators from every walk of life and are excited to meet new people.

Please submit a cover letter (maximum 1 page) & resume or bio to Human Resources - Arts Club Theatre Company [humanresources@artsclub.com](mailto:humanresources@artsclub.com) with the subject: **“Arts Club Theatre Company Child Supervisor – YOUR NAME”**.

Access and inclusion are deeply important to us. For those who have barriers to access to any part of our process as laid out, please don't hesitate to reach out to us and we will happily work with you to create a process that is accessible to you.

To enhance accessibility, you are also welcome to submit your application in one of the following formats: Word Document, PDF Document, Audio File, Video File, request a face-to-face Zoom application process, or suggest a format that is more accessible to you.

**Application Deadline:** June 30<sup>th</sup>, 2025

Interviews will take place on **Tuesday, July 15<sup>th</sup>, 2025**.

We thank all who express interest in this position; however, only those selected for an interview will be contacted. The Arts Club Theatre Company is an Equal Opportunity Employer and hiring decisions are based solely on the merits of the candidates and needs of the “Society”.