



**ENDLESS
POSSIBILITIES**
on every
stage.

JOB POSTING

Education Program Liaison

We're looking for an Education Program Liaison and we're hoping that person is you! Now is an exciting time to work with our dynamic company!

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. We are grateful to have our offices, rehearsal halls, workshops, and theatres on the unceded, ancestral and traditional shared lands of the $\chi^w m \theta k w \acute{e} \acute{o} m$ (Musqueam), Skwxwú7mesh (Squamish), and Səlíl̓wətaʔ/Selilwitulh (Tseil-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.

Who Are We?

We are scrappy, ingenious trailblazers who create powerful, intimate artistic experiences that make you feel fully alive.

What Is Our Purpose?

To make our community come alive.

What Is Our Vision?

A world where vibrant communities are shaped by stories that inspire connection and vitality in us all.

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 safer 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

Reporting to the Education and Community Engagement Manager, the Education Program Liaison is dynamic, highly motivated, and creative individual. They will primarily work with teachers and instructors, setting up workshops and tours as a part of our Student Workshop Experience program as well as researching ways to expand this program to more schools throughout Metro Vancouver. The Education Program Liaison will support the education team in programming as well as assisting in developing corporate training programs. This position will also work with the Director of Education and the Accessibility Coordinator.

DUTIES AND RESPONSIBILITIES

The candidate will work closely with the Arts Club's Education Department to accomplish the following:

- Work to expand school workshops in the Greater Vancouver area
- Work with schools/teachers and instructors to book workshops and tours
- Assist in the marketing, communication and registration processes of education programming
- Research and support developing a corporate training program
- Work with the education team to help nurture and develop relationships with equity-seeking communities and organizations

SKILLS AND COMPETENCIES

- A multi-tasker and problem-solver with the ability to prioritize assignments in a fast-paced environment
- Exceptional attention to detail and deadlines
- Excellent interpersonal, oral and written communication skills
- Some experience with Microsoft Office, email marketing, and social media platforms
- A passion for the performing arts, especially in theatre, is an asset

QUALIFICATIONS

- Knowledge of theatre ecology and theatrical practices.
- A love for theatre and the performing arts.

BENEFITS

- Employee Benefit Plan: Extended Health Care, Dental Care, Life, AD& D & LTD Insurance.
- Vacation: 15 days per year.
- 5 paid sick days off per calendar year.
- 5 additional paid personal days per calendar year, prorated in first calendar year for portion of year worked.
- In addition to statutory holidays, the Arts Club is closed on Easter Monday, Christmas Eve and Boxing Day.
- 4 Complimentary tickets to every production.
- Invitation to dress rehearsals.
- Invitation to first rehearsal, and other artistic initiatives.
- Discount on all bar and concession items in our venues.

ADDITIONAL DETAILS

Start Date: September 8, 2026

Salary: \$21.15 per hour

Employment Type: Part-Time (20 hrs. per week)

Schedule details: 9 am – 5 pm (Mondays and Wednesdays).
9 am – 1 pm (Fridays)

How to apply?

The Arts Club is fiercely dedicated to being an organization that continually respects, champions, and uplifts underrepresented voices in all jobs; and we strongly welcome and encourage those who self-identify as coming from underrepresented communities to submit.

If this role sounds exciting and you'd like to learn more, please send your resume and cover letter to humanresources@artsclub.com with the subject: Education Program Liaison– Arts Club Theatre Company- 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: Open until filled

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".