

Child Supervisor(s) Job Posting

Theatre Calgary is seeking **Child Supervisors** for three (3) of its upcoming productions. The Child Supervisors report to the Company Manager and Stage Manager and are responsible for ensuring every Young Company (YC) Member's participation in a professional production at Theatre Calgary is a positive, educational, enjoyable, and safe experience. The Child Supervisor will ensure the safety, well-being, and preparedness of the YC Members during rehearsals and backstage and facilitate a supportive environment that allows them to rehearse/perform at their best.

This role will be based out of the Theatre Calgary rehearsal hall and Max Bell Theatre located in Werkbund Centre in the heart of downtown. This job description outlines the primary duties and responsibilities of the position and is not intended to be all-inclusive. The **Child Supervisors** may be required to perform other duties as assigned. This position requires availability during the rehearsal process and run of each production.

A CHRISTIMAS CAROL

Carol Orientation Session: Saturday November 1, 2025

Rehearsals begin: November 4, 2025 (Weekdays from 4-7pm and Weekends from 10am-6pm)

Tech: November 18 – 23, 2025

Previews: November 25, 26 & 27, 2025

Open: November 28, 2025

***No Shows on Christmas Day or Boxing Day (Dec 25 & 26)**

Close: December 31, 2025

THE TALE OF THE GIFTED PRINCE

Young Company Orientation: TBD (likely over Zoom)

Rehearsals begin: January 13, 2026 (10am – 6pm Tuesday through Sunday)

Tech begins: February 6, 2026

Dress Rehearsals: Feb 12 – 13, 2026

Previews: February 14 – 19, 2026

Open: February 20, 2026

Close: March 15, 2026

A DOLL'S HOUSE

Young Company Orientation: TBD

Rehearsal & Tech Begins: Tuesday, March 31, 2026 (4 days on stage with regular tech hours 1-9pm)

Dress Rehearsals: April 4 & 5, 2026

Previews: April 7 – 9, 2026

Open: Friday, April 10, 2026

Closing: Sunday, May 3, 2026

Duties & Responsibilities

- Helping the Theatre to uphold Clause 59:00 of the Canadian Theatre Agreement (CTA), on engaging Child Performers. The Theatre will review this clause with the Child Supervisor prior to the first day of rehearsal.
- Greeting the Young Company (YC) Members at the beginning of all rehearsals and staying with them until they are picked up by their Parent/Guardian.
- Supervising/supporting the YC Member during their scheduled rehearsal time to help them run lines, keep track of blocking, or supervise them doing their homework from school.
- Encouraging the YC Member to keep their space tidy, if necessary.
- Ensuring the YC Member is on task and focused in the rehearsal hall.
- Creating and maintaining a safe and comfortable environment for the YC Members under their care.
- Communicating information from the Stage Management team with the parents/ guardians when applicable and requested.
- Supporting the YC Members 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.
- Setting up and maintaining the tidiness of the YC Green Room for YC Members (*A Christmas Carol* ONLY)
- Additional duties assigned by the Stage Manager within the parameters of supervision of the YC Member.
- If hired for *A Christmas Carol*, you will be responsible for the supervision of 8 children.
- If hired for *The Tale of the Gifted Prince*, you will be responsible for the supervision of 2 children.
- If you are hired for *A Doll's House*, you will be responsible for the supervision of 2 children.

Experience and Qualifications

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

Working Conditions

This position requires attendance at all rehearsals and performances where the YC Members are required. Mondays will be the day off throughout each contract.

Physical Requirements

This position requires prolonged periods of standing, and the repetitive navigation of stairs, as well as navigating yourself and the YC Members through a busy backstage area that at times will have low-light scenarios. There will be a requirement to assist YC Members with fastening costume pieces and carrying props. There may be occasional lifting of up to 20 lbs. The Child Supervisor must wear all black during dress rehearsals and performances.

Compensation

There will be a \$100 fee paid for each of the Young Company Orientation sessions.

During the contract, the fee will be \$900 - \$1,000 per week or \$22.50 - \$25.00/hr.

About Theatre Calgary

Theatre Calgary's vision is to stand amongst the best theatres globally as a leader in innovative, impactful and diverse programming. Our mission is to stimulate, provoke and delight through ambitious programming created to ignite local, national and international engagement in a sustainable manner. Theatre Calgary reflects the communities, the country, and the world we live in with ambitious programming, passionate community engagement and extraordinary productions. For more than 50 years, we have focused our energy on providing our community with the highest level of classic and contemporary plays, featuring the best artists from Calgary and across the country.

Theatre Calgary encourages applications from our diverse community. Theatre Calgary is committed to equity, diversity, and inclusion. We recognize that increasing the diversity of our staff, on all levels, is integral to accomplishing this objective. We are creating policies, practices, and programs that work toward the goal of dismantling systemic racism. We welcome all applications from women and gender nonconforming people, people of color, indigenous peoples, people with disabilities, and people of all sexual orientations, and all others who may contribute to the further diversification of Theatre Calgary.

In the spirit of reconciliation, Theatre Calgary acknowledges that we live, work and create on the traditional territories of the Blackfoot Confederacy (Siksika, Kainai, Piikani), the Tsuut'ina, the Îyâxe Nakoda Nations, Métis Nation of Alberta, districts 5 & 6, and all people who make their homes in the Treaty 7 region of Southern Alberta. They were the original occupants of this land and continue to be here to this day. Theatre Calgary is grateful to have the opportunity to present in this territory.

How to Apply

Please submit applications with cover letter (1pg max) and resume to Andrea Bradley, Company Manager at: careers@theatrecalgary.com with the subject line "**CHILD SUPERVISOR – SHOW TITLE(S)**". Applicants are welcome to apply for one or multiple shows.

We thank all those expressing interest in the role but only those selected for interview will be contacted.

Closing Date for Applications: **Monday, October 6th, 2025**