



# **BARKERVILLE**

— **HISTORIC TOWN & PARK** —

Governed by: Barkerville Heritage Trust  
14301 Highway 26 East  
Box 19, Barkerville, BC V0K 1B0 ([www.barkerville.ca](http://www.barkerville.ca))

## **Job Posting: Theatre Technician (Youth Employment Program)**

### **JOB DESCRIPTION & SUMMARY**

**Classification: Youth Employment Program**

**Job title: Theatre Technician**

**Position: Temporary, Full time**

**Duration: Up to 12 weeks, anticipated dates June 8 – August 29, 2026**

**Posting: External**

**Closing Date: Open until filled**

**Status: BC General Employees Union (BCGEU)**

**Salary: \$22.99 plus privileges as dispersed according to the Collective Agreement between the BCGEU and Barkerville Heritage Trust. Wages to reflect level of training and certifications held.**

Barkerville Historic Town & Park is the largest and most significant living museum and heritage asset in Western North America. It was the centre of the Cariboo Gold Rush whose repercussions through history can still be felt today. The site is owned by the Province of British Columbia and managed on their behalf by the Barkerville Heritage Trust, a non-profit society and registered charity.

### **Orientation and Supervision: (how the position fits into the company structure)**

- The position receives training, guidance, general direction and reports to the Manager of Public Programming & Media and their designated representatives, including the Artistic Producer.
- Position works within the Presentation Department, under the leadership of the Manager of Public Programming & Media and their designated representatives, including the Artistic Producer.
- Performs all operational duties based upon museum/heritage industry standards and guided by the Standards and Guidelines for the Conservation of Historic Places in Canada and the BC Heritage Conservation Act to ensure the continued conservation of collections.
- Works as a team member with all Barkerville Heritage Trust site staff and contractors.
- Performs all duties with a heritage conservation focus to ensure the continued protection and conservation of Barkerville Historic Town & Park.

### **Main tasks or responsibilities (core duties of the position, including but not limited to):**

- Provide front-of-house support, including ticket sales, greeting visitors, assisting with seating, and helping manage audience flow during performances and events;
- Assist backstage, including lighting & sound, organizing props, preparing costumes, helping with scene changes, and maintaining clean, safe work areas;
- Support professional historic interpreters throughout the site by preparing materials, props, and demonstration spaces for daily programs and special events;



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- Help with logistics for living history activities, such as setting up and taking down equipment, and ensuring interpreters have necessary supplies;
- Assist with special event operations, including coordinating with performers, supporting crowd management, and providing general behind-the-scenes assistance;
- Help with basic administrative tasks, such as organizing storage areas, tracking supplies, and assisting staff with program setup and teardown;
- Work in a healthy and safe manner and follow all BHT health and safety guidelines;
- Perform flexible and varying duties depending on the shifting needs of the organization.
- Support the objectives, decisions, and plans of the Department Manager and Artistic Producer by assisting with Barkerville's unique museum-based performance structure; and by following their direction when traditional theatre procedures may not be the optimal approach and adapt to the specific circumstances and requirements of this distinctive operational environment.

**The Position requires that the following laws, regulations, policies and procedures be adhered to:**

- The Workers Compensation Board regulations;
- The Barkerville Heritage Trust Safety Management and Accident Prevention Program;
- The Barkerville Heritage Trust's policies and procedures;
- Adherence to the Job Performance Expectations of the position;
- Barkerville's Personal Presentation Standards;
- Performs all operational duties based up on industry standards and guided by the occupation health and safety regulations;

**Skill and Abilities (qualifications needed to perform the job):**

- Ability to work under own initiative with minimal supervision or as a member of a team;
- Ability to communicate effectively in both written and oral form;
- Ability to understand and follow oral and written instructions;
- Basic understanding of theatre production practices, including lighting, sound and backstage operations;
- Proper handling, care and maintenance of technical equipment, props and backstage materials
- Ability to provide confident, welcoming and professional customer service including box office sales, and managing audience needs;
- Hold and maintain a valid Canadian driver's license;
- Preference will be given to a student interested in a career in the field of Theatre Production, Performing Arts, or Stage Management;

**Working conditions: (physical environment of the job, including on and off site):**

- Working outdoors in varying weather conditions;
- Working indoors and sharing workspace with other workers;



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- Walking on uneven surfaces, climbing stairs and ladders, and lifting up to 50 lbs;
- Seven-hour shifts, five days a week, for a total of 35 hours per week.

**\*Position is subject to conditions set by the funding agency**

For more information or to apply contact Stewart Cawood, Manager of Public Programming & Media, Barkerville Historic Town & Park at [stewart.cawood@barkerville.ca](mailto:stewart.cawood@barkerville.ca) or 1.888.994.3332 ex. 41 or Krista Bolton, Human Resources Manager, Barkerville Historic Town & Park at [krista.bolton@barkerville.ca](mailto:krista.bolton@barkerville.ca) or 1.888.994.3332 ex. 21.

- *Preference will be given to Priority Youth including recent immigrant youth and recent refugee youth, youth who have not previously been employed and for whom this would be their first job experience; Youth who are Indigenous; Youth with disabilities; Youth who have not completed high school; Visible minorities; LGBTQ2 youth; and women in science, technology, engineering and mathematics (STEM)\*;*
- *Must be between 15 and 30 years of age at the start of the employment\*;*
- *Must be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment\*;*
- *Must have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations. \**