



For 51 years, The Cultch has presented unforgettable theatre, dance, circus and music, bringing world-class local, national and international presentations to thousands of patrons each year. In addition, we have a vibrant rental clientele and a unique Youth Program, extending our community reach. Located just off Commercial Drive, The Cultch is also a great place to work. Our team members include people like you - enthusiastic, innovative, passionate, detail-oriented and energetic who have a love and knowledge of the contemporary performing arts in all forms and delight in sharing this passion.

The Cultch operates three theatres: the Historic Stage and Vancity Culture Lab at The Cultch on Venables Street and the York Theatre on Commercial Drive. We believe you'll find our high-performance culture personally fulfilling, professionally challenging and artistically rewarding. Join our team and share our vision of a future filled with the best that contemporary art has to offer.

## OVERVIEW

Reporting to the Senior Management Team, the **Rentals Manager** is responsible for ensuring the smooth facilitation of rental events and post-event reconciliation with clients.

## RESPONSIBILITIES

- Working across the organization with a focus on rental clients
- Creating, building and maintaining a client base of potential and current renters
- Working with multiple departments, including production, front of house, box office, finance, and marketing, to promote and execute outstanding events for The Cultch clientele
- Maintaining an up-to-date calendar of events and venue availabilities, as well as updating venue rental statistics and data for internal use
- Communicating clearly and effectively in a timely manner with a high volume and wide variety of clients
- Utilizing different software to share and update event information both internally and Externally (Slack, Google Suite, Asana)
- Scheduling and hosting both in-person and digital meetings with clients - including venue tours, post-mortems, and production meetings with The Cultch team.
- Creating accurate and customized estimates for rental enquiries for both fundraising and budgeting purposes, as well as to generate an accurate dollar estimate within \$1000 for labour deposits.



- Supporting special presentations at The Cultch (such as pUsh Festival, where the rental costs may be waived, but there may be season-level support in other departments).
- Creating and delivering contracts to clients
- Executing all Cultch responsibilities as outlined in the contracts, including but not limited to: negotiating and signing rental contracts, meeting deadlines, remitting and collecting payments, tracking merchandise etc.
- Creating invoices and processing payments for events as well as the Art Gallery
- Creating invoices and processing payments for gear rentals
- Creating Rentals Cashflow, and maintaining tracking documents for financial planning
- Providing access to the building for rental events where an all casual crew is in place (shared responsibility with Production, based on evening and weekend availability).
- Maintaining the contract templates by keeping them up to date with internal policies as well as annually changing metrics (such as debit and credit commissions, labour rates, and box office fees).
- Work with department managers, senior management, and the board to continue to develop rental policies as needed.
- Work with the Marketing team and Designers to keep continuity between the website, Rentals Package, and outgoing marketing materials as they relate to rentals.
- Update the Rentals Package annually in line with the IATSE raises on June 1st, and policy changes as they happen.
- Work towards meeting an annual budget goal for rental income
- Manage The Greenhouse Tenant leases, payments, and communications

## QUALIFICATIONS

- Exceptional customer service and communication skills
- Experience working within a unionized environment from the employer perspective (Experience with IATSE 118 is an asset)
- A solid foundational understanding of staffing needs for live entertainment
- Experience with project management or a venue-booking capacity where you have worked closely with teams to deliver projects on time, on budget, and within scope.
- Excellent time management skills
- Strong computer skills, including experience in using Google Workspace, Slack, Zoom, and project management software (Asana)
- Self-motivated, and able to work without direct supervision



- Creative problem solver with the ability and interest to find tailored solutions for rental artists and clients
  - Close attention to detail, and a proven method for tracking changes
  - Ability to prioritize commitments in a fast-paced high volume work environment
  - Ability to work as part of a team
  - Flexibility and a positive attitude
  - Ability to sometimes work evenings and weekends as required
  - Ability to relate to and communicate well with people of all ages and backgrounds
  - Commitment to working to The Cultch's values and ethos, including an ongoing practice in cultural competency
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- Experience working within the arts or non-profits is an asset
  - Experience working with a venue management system is an asset
  - Ability to work in-person sometimes is an asset

Reports to:

- Executive Director and Associate Executive Director

Direct Reports:

- None

Works directly with:

- Production Team, Box Office, Front of House

Works across departments with:

- Producer
- Hospitality

**DEADLINE FOR APPLICATIONS: August 1, 2025**

**START DATE: September 2, 2025**

**LOCATION:** This position primarily works at our offices on Venables Street in Vancouver. This is an in-office position with occasional remote work available.

**HOURS OF WORK:** This is a 6-month contract position with a minimum of 20 hours per week (up to a potential of 40 hours)



**REMUNERATION:** \$28.85 / hour + 4% holiday pay.

**JOB CONTACT INFORMATION:**

If this sounds like you, please send your application and cover letter with your availability and references to [hire@thecultch.com](mailto:hire@thecultch.com) with "Rentals Manager" in the subject line.

The Cultch is committed to an accessible, safe, and inclusive environment. We respect, value and celebrate the diverse experiences of each person and actively encourage everyone to consider joining our team. If you need assistance or have questions at any stage of the application process, please do not hesitate to reach out. Applications from equity-seeking groups are particularly encouraged. Accommodation will be provided throughout the recruitment process to applicants with disabilities.

We thank all applicants for their interest in working at The Cultch, but only those selected for an interview will be contacted.