

The Butchart Gardens is looking for someone to fill the following position:

**DEPARTMENT: ARTS & ENTERTAINMENT
POSITION: ENTERTAINMENT SUPERVISOR**

The Butchart Gardens is seeking an experienced entertainment professional to join our Arts & Entertainment team as an Entertainment Supervisor. This position is ideal for someone with a background in live entertainment who thrives on the variety and energy of working directly with performing artists in one of Canada's most beautiful venues.

Working closely with technical staff and reporting to Arts & Entertainment management, you'll supervise and coordinate our dynamic entertainment program, including a 45-50 show summer concert series and December Christmas programming. This role requires someone who can seamlessly blend strategic planning with physical stage work, artist relations, and technical coordination.

DUTIES:

- Working with the department director, manage a budget for each year's operation & capital entertainment costs
- Book and contract talent for a 45-50 show summer concert series (*including special events*) and December Christmas programming
- Ensure all talent booking fees, accommodations and equipment is within set budgets and handle all P.O. invoicing for entertainment
- Secure accommodations for out-of-town performers
- Contract with technical vendors, including sound, lighting and backline
- Supervise and schedule full time and seasonal stage technicians and the summer concert series
- Plan and execute stage set up and tear down, including staffing needs, tent install, sound and lighting requirements
- Communicate in advance with performers to prepare for technical needs, including backline requirements as well as onsite performer needs and hospitality requirements
- Greet Artists & assist with moving gear, the setup of the Artists onstage, sound check, strike and loadout
- Ensure that the backstage areas are clean, safe and hospitality supplies are available & ready
- Working with the Arts & Entertainment Manager and Visual Arts supervisor, lead a small team for Christmas install (depends on area of expertise)

REQUIREMENTS:

- Demonstrated experience in talent booking with local, national and international music act
- Familiarity with stage management or similar skills
- Working knowledge of basic stage procedures and equipment including backline, audio and lighting equipment
- Flexibility in work schedule
- Full physical mobility and capable of lifting heavy objects
- Comfortable working at moderate heights
- Ability to safely operate hand and power tools
- Public speaking experience
- Willing to obtain Live Performance Electrical Certification or better

This is a full-time, year-round position with approximately 40 hours per week. Shifts will be primarily Monday to Friday, September – June, Wednesday to Sunday July & August. Evening, weekend and shift work is required. Work is predominantly outdoors, and work in inclement weather may be required at some times of the year.

Starting from \$37.14. Remuneration will be commensurate with this level of responsibility and the qualifications of the successful candidate. Following a successful 6-month probationary period we offer 3 weeks' vacation, (*plus an additional 2 weeks paid staff holiday during The Gardens closure each year*), health and dental benefits, HCSA, and matched RRSP benefits. The position will commence at a mutually agreed upon date.

We will be accepting applications until Sunday, September 14, 2025 at 5pm. Interested individuals should submit a resume and cover letter to the Human Resources Department, The Butchart Gardens, 800 Benvenuto Ave, Brentwood Bay BC, V8M 1J8, Fax: (250) 544-4455, Email: hr@butchartgardens.com

If you have any questions, please contact the Human Resources Department. To view a copy of this posting visit butchartgardens.com/employment

*We sincerely thank all those who apply, however, only those short-listed will be contacted.
Please note all candidates must be legally eligible to work in Canada*