



Job Title: Operations and Administration Assistant, 1 position available

Hourly Wage: \$25

Number of Weeks: 8

Number of Hours per Week: 35 hours

TASKS AND RESPONSIBILITIES:

Under the supervision of b current Executive Director, Kira Allen, the Operations & Administration Assistant will improve and maintain administrative workflow and prepare templates, materials, and reports. In addition, they will be responsible for creating and revising systems and procedures and implementing changes. They will also develop and maintain systems for organizing files and tracking projects, tasks, and activities. Furthermore, the Operations & Administration Assistant will Provide ad hoc administrative support to the Executive Director as required, coordinating calendars and monitoring emails, pro-actively bringing forward issues or items that need attention. The Assistant will also provide assistance with scheduling rehearsals, event organization, and communications with artists. Lastly, the Operations & Administration Assistant will provide facility support for the current studio space, arrange bookings, and communicate with and liaise with people renting the studio.

SKILLS, ATTRIBUTES, AND VALUES

- Strong communicator (written and verbal) in English
- Understanding of marketing, social media, communications, and branding to ensure internal and external communications are clear and relevant and useful
- Self-motivated and able to take initiative as well as able to work collaboratively
- Strategic thinker able to see the big picture but also detail-oriented
- Ability to prioritize and manage multiple and conflicting deadlines
- Values diversity and willing to continually work to create an equitable and inclusive environment for the organization both internally (staff, board) and externally (amongst members, at organizational events)
- Demonstrates a passion for the arts

ELIGIBILITY CRITERIA:

- Registered in a recognized Canadian post-secondary institution (part-time or full-time enrollment in college, bachelor's, master's or PhD programs).
- Canadian citizens, permanent residents, or persons to whom refugee protection has been conferred under the Immigration and Refugee Protection Act.
- International students are not eligible.
- Undertaking a placement that is recognized as a Work-Integrated Learning component by the student's institution in connection with a course, degree, certificate, diploma, or other recognized program offered by the institution. The placement can be required or optional, for credit or not for credit.

To apply, submit your cover letter and resume using the link below:

<https://wkf.ms/3X30jye>