

Administrative Assistant

It's an exciting time to build a competent team that will continue to provide a high standard of community arts programming. Seeking a qualified and responsible individual to perform a variety of administrative tasks, while providing support to our manager in supervising employees, ensuring the day-to-day operations run smoothly. This individual is efficient and works closely with the Program Staff.

The **Steinbach Arts Council** is an umbrella organization for performing and visual artists and groups. We strive to enrich the lives of our community through development of local artists and musicians and exposure to professional art forms. The SAC takes great pride in being able to offer more than 60 arts community programs.

Responsibilities

- Predominantly assist with administrative tasks, supporting staff operations
- Assist administration of concerts and fundraising events
- Assist with onsite tasks at concerts, programs and events
- Assist the Chief Creative Officer in managing the workflow of staff, ensuring deadlines are met
- Assist with corporate campaigns, grants, and community projects
- Assist with budgets and financial reports
- Assist with community projects and networks
- Office duties and customer service support

Qualifications/Assets

- Proven experience as an administrative assistant, able to work independently
- Experience in directing staff and operations
- Proven experience in excellent time management skills and the ability to prioritize work
- Knowledge of office management systems and operating practices/databases
- Proficiency in MS office, written and oral communication skills
- Excellent written and verbal communication skills
- Detail oriented and thrives working in a fast-paced environment
- Strong organizational skills with the ability to multi-task
- Ability to problem solve and think creatively – resourceful!
- Ability to engage with donors, business owners and community resources
- HR and management training/experience a definite asset

The ideal candidate will possess a professional business acumen, be very flexible, adaptable and able to follow instructions, as well as have a keen interest in the arts and its values, reporting to the CCO; also, working with a creative team, assisting wherever necessary. The position is based on 28-35 hours a week, 45 weeks a year (2 week Christmas break, 1 week spring break, and 4 week break in July). Staff is required to work 1 night per week (Sept to May). Additional evenings or weekends may be required depending on events. Looking for a career minded, and community minded/engaged person.

Steinbach Arts Council offers a creative, diverse environment and the ability to work with many creative members of the community. SAC offers competitive compensation based on your qualifications and experience along with a group insurance package, and upcoming pension benefits. If you are looking for a great opportunity to be involved in the local arts community and be a leader in this sector, we encourage you to apply today! Submit your complete resume including your qualifications and experience to hr@steinbachartscouncil.ca by July 31.

For more information about the Steinbach Arts Council, visit our website at www.steinbachartscouncil.ca