

Office & Facility Administrator

The Steinbach Arts Council is seeking a qualified and responsible individual to perform a variety of administrative and facility operational duties; overseeing the front desk and customer relations, ensuring the day-to-day operations of the facility run smoothly. This individual is efficient and works closely with and provides support to office staff, as well as interacts with all contract staff, instructors, volunteers and stakeholders. Looking for a career minded, and community minded/engaged person.

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

- Oversee office/administrative tasks, supporting staff operations
- Be responsible for the facility operations, rentals and maintenance
- Oversee correspondence, mailings, filing systems and record keeping
- Assist with financial transactions, payables, merchant machine, invoices and receipts
- Schedule User Groups and non-users/groups into SAC calendar; oversee leases
- Process registrations and ticket sales; oversee box office duties
- Oversee key distribution, office equipment and facility cleaning
- Assist with directing contract staff and volunteers
- Assist with Centre events, supplies, kitchen and tools
- Assist SAC program staff in administrative tasks
- Perform office, reception and customer service support as directed

Qualifications/Assets

- Proven administrative experience and able to work independently
- Ability to take initiative and follow up to complete tasks
- Experience in directing staff and volunteers
- Experience with financial transactions and Quickbooks
- Strong 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
- 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 – take ownership!
- Ability to be resourceful and willing to research information

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 35-40 hours a week, 49 weeks a year (1 week Christmas break, and 2 week break in July). Staff is required to work 1 night/ week, 1 Saturday morning/4 weeks (Sept to May). Additional evenings or weekends may be required depending on events.

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, we encourage you to apply today!

Submit your complete resume including your qualifications and experience to

hr@steinbachartscouncil.ca by August 31, 2019.

For more information about the Steinbach Arts Council, visit our website at

www.steinbachartscouncil.ca