

ALBERTA THEATRE PROJECTS

JOB POSTING – INTERIM OFFICE ADMINISTRATOR

Alberta Theatre Projects is preparing for our next season of producing live, professional, contemporary theatre in Calgary.

We create world-class contemporary theatre that blurs the line between the audience and the artist, by telling the most provocative and engaging stories of our time. By embracing the intimacy and unique audience configuration opportunities of the Martha Cohen Theatre, we offer an exciting new experience for our audience with each production.

This is a very exciting time in the history of Alberta Theatre Projects as we look to the future of how our company can be a leader in new play development and producing the finest contemporary theatre that engages our community by reflecting their stories on stage.

Building on the legacy of Executive & Artistic Director Darcy Evans, Alberta Theatre Projects is in a high growth phase and we are excited to keep the momentum going as one of our country's leaders in professional theatre and we can't wait for you to join us on this journey.

We have an immediate opening for a part-time office administrator to help deal with some day-to-day operational matters. This role supports our administrative team and is a short-term temporary role to backfill for some duties as we welcome new senior leadership to our organization and welcome back patrons to in-person events. This role is targeted to start as soon as possible and will remain active until approximately December 1, 2021.

WHO YOU ARE

In this part-time, term position, you'll assist with day-to-day administration for the office team at Alberta Theatre Projects and the overall organization.

You'll work closely with the Interim Executive Director and other administrative staff to support day-to-day needs of our office. You are an office generalist who is looking for a short-term role that provides a world of flexibility. You're ready to hit the ground running with helping to make an office run smoothly. You are very organized, detail-oriented, and welcome the opportunity to join one of the country's leading theatre companies in a short-term position as we go through a transition in staff and operations.

We can't wait to welcome an energetic and collaborative person that can easily integrate into a culture that thrives on kindness, excellence, and reflecting our community.

WHAT YOU ARE RESPONSIBLE FOR

- Maintaining office equipment and supply needs
- Working with department heads on staff on-boarding needs
- Assisting with meeting organization, booking, and supporting work (such as booking catering)
- Leading office services as requested
- Working with suppliers on office needs, such as phone and IT providers
- Complete light correspondence duties, such as emailing tax receipts
- Other duties, as assigned

WHAT YOU BRING TO ALBERTA THEATRE PROJECTS

- A passion for theatre or performing arts
- Computer skills – Word, Excel, Windows some database management an asset
- Ability to learn quickly and adapt to changing environments
- Strong interpersonal skills and the ability to work with a variety of personalities
- Experience in office administration
- Strong organizational skills
- Ability to learn quickly
- Comfort working in-person and remotely

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- Flexibility to take on short-term contract

WHAT WE CAN OFFER

This role is part of the administrative staff group and will be remunerated at \$22.88 per hour. Alberta Theatre Projects is working hard to become an employer of choice and we're looking forward to being your choice employer through flexible hours, work from home opportunities, and a team environment.

COVID-19 VACCINATION

Alberta Theatre Projects is extremely conscious of the health and safety of our workforce and audiences. As a condition of employment, all Alberta Theatre Projects' employees must be fully vaccinated against COVID-19 using a Health Canada approved vaccination dosage before any in-person shifts commence. Employees must provide proof of their vaccination status to our human resources department.

DIVERSITY, EQUITY, AND INCLUSION

Our commitment to DE&I is woven into our values and belief that our organization is strongest when we embrace our communities' lived experiences, regardless of what we look like, where we come from, or whom we love. That means building a more equitable, inclusive workplace and promoting daily actions that reinforce our DE&I commitment to the audiences we serve.

We encourage applications from all individuals, regardless of gender, age, race, creed, sexual orientation, family status, and physical ability.

If you require any accommodations during the hiring process, please email krussell@atplive.com in confidence.

APPLICATION PROCESS

Please email a letter of interest and resume in confidence to Kyle Russell at krussell@atplive.com. Resumes will be reviewed as they are received and this job will remain open we find a great addition to our team.

Alberta Theatre Projects is committed to reflecting the diversity of our community. We believe in quality and inclusion and strongly encourage submissions from all qualified individuals regardless of gender, age, race, sexual orientation, and physical ability. We also encourage you to self-identify as you are comfortable in your application. If you require any accommodations during the recruitment process, please let us know in the application process.

Thank you to all applicants. Only those selected for interviews will be contacted. No phone calls, please. For more information about Alberta Theatre Projects please visit our website <http://www.albertatheatreprojects.com>