

# ALBERTA THEATRE PROJECTS

## JOB POSTING – ADMINISTRATIVE ASSISTANT

**Alberta Theatre Projects (ATP)** is in its 2022-23 Season of producing live, professional, contemporary theatre in Calgary. ATP is a not-for-profit organization known for supporting new play development.

At Alberta Theatre Projects, 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.

### ABOUT THE POSITION

Reporting to the General Manager, this is a unique opportunity that gets to learn and support the entire administrative portfolio. This role works closely with senior management, as well as other department heads. This individual will be the glue that brings the whole organization together!

This is a new full-time role for 6-months, with the possibility of becoming permanent. The primary focus for this role is business processes, and as such, a great opportunity for someone who would love to learn what it is like to work behind the scenes at a theatre company.

Due to the nature of the role, this is an in-person position, primarily Monday-Friday hours, and the occasional need to support in the evenings and/or weekends and/or holidays based on season and key events. This role has an anticipated start date of November 28, 2022.

### RESPONSIBILITIES

- General administrative duties, including but not limited to ordering supplies and maintenance of equipment
- Main point of contact for office management, and safety designate
- Assist with paperwork for process documentation, standardization of file management, and archiving
- Create, execute, and maintain policies and procedures for the organization
- Assist with managing incoming and outgoing communications for the organization
- Lead internal communications across all departments
- Assist with reporting activities
- Support for basic bookkeeping transactions, including but not limited to entering invoices, payroll, reconciliations, and payables
- Support for human resources, including but not limited to recruitment and onboarding
- Support any research required of senior management
- Coordination of calendars, including booking meetings for senior management
- Support event planning and management for fund raising events
- Develop and implement programs and/or events for employee engagement
- Customer service, including walk-ins and inquiries for rentals
- Other duties as assigned

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### JOB REQUIREMENTS

- Certificate in Business Administration or Office Administration
- At least 2 years' experience in a similar role, ideally supporting arts and culture
- Excellent verbal and written communication and interpersonal skills
- Proven organizational and time management abilities
- Critical thinking skills and an ability to work in a dynamic environment
- Budget management experience
- Strong self-motivational skills and an ability to work unsupervised
- A passion for and knowledge of theatre, arts, and culture
- Attention to detail and committed to quality
- Proficiency with MS Office Suite, and experience with CRM systems and/or Quickbooks would be an asset
- Project management experience working on multiple projects simultaneously would be an asset
- Flexible work schedule due to the operational needs of events

### WHAT WE CAN OFFER

This role is part of the administrative staff group and receives benefits as set out by staff policies. Annual salary range for this role is \$40,000-\$45,000. Alberta Theatre Projects is dedicated to becoming an employer of choice and providing a welcoming team environment.

### COVID-19 VACCINATION & MASK MANDATE

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 joining the organization. Employees must provide proof of their vaccination status to our human resources department. We also currently have a mask mandate in place for all employees in our office, building and venue.

### DIVERSITY, EQUITY, AND INCLUSION

Our commitment to DE&I is woven into our 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.

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### APPLICATION PROCESS

Please email a letter of interest and resume in confidence to Claudina Morgado, General Manger, at [cmorgado@atplive.com](mailto:cmorgado@atplive.com) by November 18, 2022. Resumes will be reviewed as they are received.

Alberta Theatre Projects is committed to reflecting the diversity of our community. We believe in equality 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: [albertatheatreprojects.com](http://albertatheatreprojects.com).