

Position:

**Administrator and Executive Assistant**

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**Job Summary:**

The position is responsible for general office duties and logistics in support of the Executive Director. We are looking for a clever, considerate, organised problem solver to help manage the flow of information and communication, as we prepare to re-open our rebuilt theatre.

**Reports to:**

Chester Playhouse Executive Director

**Duties include:**

- Monitor the organisation's primary email and provide timely responses.
- General office reception including answering incoming calls, taking messages, and responding to voicemail messages.
- Organise and manage email inbox of Executive Director, including handling of routine matters.
- Build and manage task list and assist as required
- General office support and printing.
- Maintain a filing system (physical and electronic files).
- Organisation of online drive.
- Assist in writing letters and emails.
- Editing contract templates - receiving, copying, sharing and replying.
- Organise and manage event logistics.
- Operate and assist in the sale of tickets via the ticketing system.
- Handle money transactions via the POS system.
- Collaborate with the team and generate ideas that will improve the organisation.

**Qualifications**

- Excellent attention to detail and analytical skills.
- Excellent organisational skills.
- Exceptional writer and proofreader.
- Creative thinker and enthusiastic problem solver.
- Experience using computer software including MS Office, Google Suite (docs, sheets, email, drive),etc.
- Ability to use various office equipment, including personal computers, photocopiers, printers, etc.
- Experience with spreadsheets and formulas is an asset.
- Experience in arts administration is an asset.

**Desired Applicant:**

- Passionate about live performances and creative arts.
- Excellent interpersonal and telephone skills.
- An energetic and creative team player.
- Organised & has strong time management skills.
- Strong attention to detail-oriented and good analytical skills.

- Able to prioritise and work under pressure with good time management skills.
- Willing to work flexibly, both independently and as part of a team.

**Other Requirements:**

- Transportation to and from our office in Chester, NS.

**Term:**

24 weeks (or the equivalent) starting immediately. You will usually be working a flexible 35-hour work week for 24 weeks, or the equivalent hours over a longer term (to be negotiated). Normal working hours will be specified in advance by the Executive Director. Any extra hours are to be agreed upon with the Executive Director. This Job Description outlines the duties required in this role to indicate the level of responsibility. The list of duties may vary from time to time.

**Salary:**

\$22.55/hour

**Candidate:**

The Chester Playhouse is committed to creating a great team environment and is proud to be an equal opportunity employer, with a diverse workforce. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, or veteran status, and we strongly encourage applicants from diverse backgrounds to apply. If you need any assistance to participate in the job application process, you are welcome and encouraged to contact us for assistance.

**Work Environment:**

The primary work environment for this position will be an office setting.

**How to Apply:**

Please send a cover letter describing why you are interested in this position and any related work experience, to [andrew@chesterplayhouse.ca](mailto:andrew@chesterplayhouse.ca). Please include a resume if you have one.

**Deadline to apply:**

May 15, 2023