

Executive Administrator Job Description



Organization

Rossland Council for Arts and Culture

Position Summary

The RCAC is currently seeking a positive, motivated and organized Executive Administrator to support the RCAC in moving forward the development, funding and implementation of initiatives and arts programs. The role is an integral part of the RCAC supporting the overall operations and activities of the society.

The position is a 12 month contract.

RCAC - Who we are

The Rossland Council for Arts and Culture (RCAC) was founded in 1998, by a group of artists who recognized a need to promote and grow the arts & culture sector in Rossland. The Rossland Council for Arts and Culture's goal to 'enhance lifestyles through creative expression' is achieved by providing year-round, diverse and accessible arts and culture programming and events.

The RCAC Board of Directors is a working Board whose members support all aspects of programming and operations. The RCAC has a sub-committee structure that enables members to be involved in areas they are most passionate about. These committees include: Performance Series, Public Art, Youth Programming, Visual Art, Miners' Hall, and Film Series.

Job Description

As an integral member of the RCAC, the Executive Administrator will be primarily responsible for supporting the overall operations and activities of the society. This role is responsible for project or event planning and coordination, collaborating with other community organizations, providing administrative support and supporting the development, funding and implementation of initiatives and arts programs.

As a member of RCAC's team, the Executive Administrator, will play an important hands-on role in the day-to-day operations that support all activities of the organization. Key to the success of this position is the ability to build relationships, learn, multitask and prioritize, as well as work in an efficient manner.

The Executive Administrator reports to the Board of Directors of RCAC and receives direction from the President of RCAC. Occasional travel may be required.

What we offer:

Hours: 24 Hours Weekly

Wage: \$ 22.00/hr

Working Conditions

- Work as RCAC contract employee
- Flexible time and willingness to work some evenings, weekends, and holidays required
- Availability to attend RCAC events and meetings required
- Home office with internet and phone (RCAC laptop and printer provided)
- Personal use vehicle an asset

Responsibilities

Administration

- Maintain the RCAC's google drive, records, organization of files and other office duties as required
- Recommend and maintain administrative policies, establishing procedures as required
- Attend all RCAC Board of Director meetings and record the minutes
- Prepare agendas, reports, and other documents for Board and Committee Meetings
- Attend Committee meetings when appropriate
- Maintenance of member records, renewals and email list
- Attend workshops and other professional development arts related activities

Public Relations Responsibilities

- Provide front line communication and promotion of RCAC activities through press releases, newsletters, letters and general correspondence
- Maintain communication between RCAC and members, board, funders and partnering community organizations
- Maintain the RCAC's website, social media channels, and bhubble

Financial Responsibilities

- Work with the Treasurer and committees to establish committee and project budgets
- Work with sub-committees to identify grant opportunities, write grant applications, track progress and submit reports to funders
- Record and manage hours worked on supporting committee arts programs, and general administrative duties, to stay within the fiscal limitations of the RCAC annual budget

Program Support

- Help develop annual programming in consultation with committees
- Provide project management support to the committees including event coordination of RCAC events
- Coordinate volunteers for events and projects by determining needs
- Create and distribute all marketing materials from press releases to social media campaigns to tickets and posters for projects and events

Skills and Experience

- Experience in event planning and/or management required
- Experience in grant-writing required
- Knowledge and comfortable with a variety of software, including Microsoft Office, Google, and Mailchimp

- Self-directed and organized with effective time management skills and ability to multitask while effectively managing competing demands
- Demonstrate an elevated level of initiative, result oriented, excellent work ethic, positive attitude, reliable and dependable
- High level of integrity, accountability, and ability to ensure confidentiality
- Ability to work collaboratively with colleagues, partner, artists and other stakeholders
- Professional, pleasant and exceptional public relationship and interpersonal skills
- Excellent organizational, interpersonal skills and communication (verbal and written) skill with the ability to create texts for multiple purposes and diverse audiences
- Strong problem-solving skills
- Must be able to pass a clean Criminal record/ Vulnerable Sector check

Assets

- Working knowledge of Wordpress
- Experience in graphic design
- Valid driver's license with reliable vehicle
- Current CPR and First Aid certification
- Knowledge of basic A/V equipment

Submission Information

Please submit a cover letter and resume by February 15, 2021 to rcacreuiting@gmail.com

If you have any questions please contact Meghan at 403-968-7019 or rosslandarts@gmail.com.