

**JOB DESCRIPTION:**  
**ADMINISTRATIVE ASSISTANT**

**Station Arts Centre Co-Operative**

**Appointed by:** Director of Operations & Director of Programming

**Reports to:** Director of Operations & Director of Programming

**Time Allotment:** 25 hours / week

**Starting Salary:** Starting at \$18 / hour

**Employment Status:** 1-year term (3 month probation period), with the possibility to become permanent

**About Station Arts Centre Co-Operative:**

The Station Arts Centre (SAC) is a not-for-profit centre for visual and performance arts located between Saskatoon and Prince Albert. We are a cultural and community hub, with exciting programming year-round in our recently renovated facility. Our new café offers a range of locally sourced food options, as well as a craft beer and coffee bar. Our vision is to be a place to gather, learn, celebrate, and build community.

**Job Summary:**

The Administrative Assistant is responsible for ensuring that the SAC workplace functions in an efficient and effective manner. This person will provide support for the Director of Operations & Director of Programming in their work and occasionally collaborate with the Café Manager.

**Qualifications & Experience:**

- Exceptional interpersonal and written communication skills;
- Ability to work on a team;
- Ability to work independently, be self-directed and motivated;
- Organized and detail oriented;
- Proficient in handling and balancing cash;
- High School diploma or GED certificate;
- Comfortable with various computer programs including Microsoft Office. Knowledge and experience in Google Drive, EventBrite, MailChimp, Canva, and WordPress is an asset;
- Previous experience in an administrative role is an asset;

**Duties & Responsibilities:**

**1) Administrative**

- a) Answer and direct phone calls, phone messages and general email inquiries
- b) Manage rental inquiries
- c) Order and keep inventory of office supplies
- d) Assist with OSAC subscription & SAC membership renewals

**2) Communications**

- a) Update & maintain website
- b) Assist with social media accounts for programming in collaboration with Café Manager
- c) Design and distribute e-newsletters
- d) Organize mail-outs & mail pick-up
- e) Assist the Director of Programming with SAC promotions and advertising

**3) Box Office**

- a) Manage EventBrite platform & box office ticketing for various events and programs
- b) Coordinate volunteer ushers for theatre events

- c) Process payments for event tickets
  - d) Assist with special events outside of regular work hours
- 4) Finance**
- a) Complete cash-out handling & balancing for café
  - b) Process payment estimates for rental inquiries
- 5) Other**
- a) Communicate with IT & facility maintenance services when required, alongside Director of Operations
  - b) Assist Director of Operations & Director of Programming with coordination and execution of tasks, programs, and events as needed

**Contact:**

For more information or to apply, contact Paulo Flieg, Director of Operations at [operationsdirector@stationarts.com](mailto:operationsdirector@stationarts.com) or (306) 232-5332.