

Employment Opportunity

ADMINISTRATIVE COORDINATOR

Status: Full time

Supervisor: Director

Application Deadline: April 28, 2017

Position Overview:

The Administrative Coordinator performs general clerical and secretarial duties, is responsible for the management of the office, and provides administrative support for the Board of Directors and staff. The Administrative Coordinator works closely with the Visitor Services Supervisor on the planning and execution of Gallery events. Frequent contact with the public, donors, Gallery members and volunteers is part of this position.

Primary Duties and Responsibilities:

- Provide clerical support for the Board of Directors, Board Committees and the AGM by preparing and maintaining agendas, minutes, and reports.
- Schedule facility rentals, preparing agreements, arranging for equipment, supplies and set up, and providing follow up contact with the renter.
- Assist with the preparation of all fundraising events, including signage, tickets, programs, catering arrangements and event day support.
- Working in donor software, assist other team members with creation and maintenance of member records, donations and event data.
- Assist with the preparation of communication with members and donors, including the Annual Donation Campaign.
- Coordinate the maintenance of office equipment, providing assistance to staff in its operation as needed.
- Manage the ordering of office, general maintenance and kitchen supplies.
- Liaise with contractors to ensure smooth maintenance of the building and grounds.

ADMINISTRATIVE COORDINATOR cont'd

Qualifications:

- Post-secondary education with an emphasis on business management and/or public relations.
- Strong interpersonal and organizational skills with the ability to manage timelines efficiently.
- Excellent computer skills (Microsoft Office); database experience would be an asset.
- Valid driver's license and access to a vehicle.
- A genuine interest in public participation in the arts and a positive attitude towards to the role of art in the community.
- Knowledge of Thunder Bay and the Gallery's partner agencies would be an asset.

Please submit a cover letter and resume by email or in person to:

directorassistant@theag.ca

Holly Rupert

Assistant to the Director

Thunder Bay Art Gallery

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