

## JOB POSTING – Administrative Support Officer



Job Title:	Administrative Support Officer
Duration:	8 weeks
Reports to:	Executive Assistant & Box Office Manager
Origination Date:	March 2020
Revision Date:	June 2020
Contract:	July 13 – Sept 4, 2020

### **Job Purpose:**

The administrative support officer is responsible for assisting with daily operations of our organization. This person will be required to organize and identify files; both hard copy and electronic, answer and direct calls/inquiries to appropriate departments, placing supply orders, sorting incoming and outgoing mail, archiving files from previous years including show programs, photos and contracts. This person should be familiar with computerized file systems, printing and scanning, and Microsoft office programs.

### **Principal Duties and Responsibilities:**

- Archiving past show documents. Including but not limited to; cast/crew/creative contracts, letters of agreement, program books, photos, design illustrations, etc. These documents will be scanned from hard copy into our local hard drive.
- Sorting current electronic files into a newly designated file location.
- Office and stage – assisting with organization and inventory documentation in the admin office and at the stage.
- Sorting and compiling outgoing mail
- Answer phone calls as needed. Direct the call to the appropriate department.
- Others duties as assigned

### **Knowledge and Skills Required:**

- Excellent admin/research skills. Great understanding of Word, Excel and Outlook.
- Excellent written and verbal communications skills with demonstrable ability to communicate with different types of personalities and group.
- Excellent organization skills with the ability to work on multiple projects with tight timelines and prioritize daily activities with a positive attitude.
- Ability to stay calm under pressure and make good decisions collaboratively and quickly.
- Strong interpersonal skills, integrity, collaborative spirit and cultural sensitivity needed to work efficiently in a diverse environment of artists, producers and management team.
- Demonstrate critical thinking, and problem solving.
- Previous experience with a switchboard phone system is not required, but an asset.
- Great communication and comprehension skills.
- Able to work independently and as a team.
- Independent decision making skills. Able to clearly identify the goal of a project and take all necessary steps to achieve that goal.
- Valid driver's license and vehicle not required but is an asset.

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**Physical and Environmental Requirements continued:**

- Understanding the requirements of working in a space while safely adhering to Manitoba and Canada public health guidelines.
- Driver's license and vehicle an asset but not required.
- Some lifting may be required (under 20lbs) and the position requires the use of stairs. Walking, sitting and standing.
- This position requires a split-location between the theatre in Kildonan Park and the Admin offices on Henderson Hwy.

**Dimensions:**

Performance can be measured by evaluating the progress made to each given project.

The above statements are intended to describe the general nature and level of work for this position.  
Incumbent may be asked to perform other duties as required.

**SALARY: \$12.50/hour**  
**HOURS: 30 hours/week**

**TO APPLY:**

**Please send a cover letter and resume with references to:**

**Kayla Kocian – Box Office & Patron Services Manager**

**Email: [kkocian@rainbowstage.ca](mailto:kkocian@rainbowstage.ca)**

**Subject line: NAME – Admin Support Application**

**Application Deadline: 9:00am, Friday June 26<sup>th</sup>, 2020**

Rainbow Stage thanks all applicants for their interest, however only those selected for an interview will be contacted.

**PLEASE NOTE: Rainbow Stage is monitoring the COVID-19 situation daily, as we consider the health of our patrons, students and staff to be paramount during this time of uncertainty. For this reason, all interviews will be conducted virtually using the Microsoft Teams teleconferencing platform.**