

SID WILLIAMS THEATRE SOCIETY

The Sid Williams Theatre Society is dedicated to the stimulation and enhancement of artistic, cultural and recreational activities in the Comox Valley and surrounding regions through its operation of the Sid Williams Theatre.

POSITION: ADMINISTRATIVE ASSISTANT CLASSIFICATION: FULL TIME
EQUIVALENT

REPORTS TO: GENERAL MANAGER (see also below)

JOB DESCRIPTION / PRIMARY RESPONSIBILITIES

- IMPLEMENTATION of OHSC (Occ. Health & Safety Program) procedures – responsibilities for workers
- MARKETING SUPPORT Assist Marketing Coordinator (20+ hours per week)
- TICKET CENTRE Shift Coverage, Front Line Customer Service (8+ hours per week)
- MANAGEMENT and FINANCE SUPPORT
 - Assist GM, Events Coordinator, Finance Coord., Client Services Director (4+ hrs/wk)
 - Special Projects assistance for Supervisors (hours assigned/approved by GM)

SUPERVISORY/REPORTING RESPONSIBILITIES

- Reporting
 - Primarily to General Manager
 - On scheduled days to Ticket Centre Supervisor/Marketing Coordinator
 - Project/Task related to Events Coordinator, Client Services Director, Finance Coordinator
- No supervisory responsibilities

QUALIFICATIONS

- Excellent people skills with a commitment to a team driven environment
- Min 1 yr experience in office environment with a focus on customer service
- Knowledge of Windows operating system, MS Office, Internet and Email
- Completion of University or College courses/program in business/marketing/media preferred
- Level 1 First Aid or approved equivalent (training can be provided by SWTS for suitable applicant)
- Theatre/non-profit experience an asset; accounting/book-keeping experience an asset
- Must be able to work flexible shifts
- Clean Criminal Record Check

COMPENSATION

- Starting at \$13.00-\$15.00/HR
- Full-Time Equivalent position 28-40 hrs per week, benefits pkg upon completion of probation

January 2, 2018