

Theatre Saskatchewan Inc. (TSI) is seeking a highly motivated individual to join our team to support day-to-day events and activities. The Office Assistant is responsible for the overall coordination of the initiatives, projects and ongoing activities of the Executive Director and managing the script library.

TSI presents educational opportunities for community theatre groups around the province through workshops and festivals.

JOB SUMMARY

Office Assistant

- Overall coordination of the day-to-day activities of the Executive Director, including managing the calendar, conducting research, manage filing, written correspondence, and other support as assigned.
- Administrative support for board of governors including coordination of board meetings, communication with board members, updating and maintaining board files, and other duties as assigned by the Executive Director.

Library

- Filling library orders, re-shelving scripts, adding new scripts, and maintaining library database

General Office Responsibilities

- Maintain a clean, professional and welcoming environment for TSI patrons, visitors and staff.
- Responsible for day-to-day office management including but not limited to reception, telephone, mail and general support
- Attend TSI team weekly staff meetings, and other meetings as required

QUALIFICATIONS AND SKILLS

- Strong project management and organizational skills
- Ability to work independently, and take initiative
- Ability to balance multiple projects under strict deadlines
- Excellent written and verbal communication skills
- Knowledge of arts community and community theatre is an asset
- Minimum two years' administrative experience, preferably in a non-profit environment

Employment Details

- 9 - month term (October 2016 – June 2017)
- 25 hours per week, plus festival shifts throughout the season
- Start date: October 2016

Application Process

Please submit your resume and cover letter by Monday, September 26 at 4:00pm to:

Melissa Biro, Executive Director

Theatre Saskatchewan Inc.

melissa@theatresaskatchewan.com

No phone calls or hard copies please.

Theatre Saskatchewan Inc. would like to thank all applicants for their interest, however, only those who are selected for an interview will be contacted.