



Programming and Administrative Assistant – Part Time

AX, the Arts and Culture Centre of Sussex, is seeking a personable and organized Programming and Administrative Assistant to help with the centre's day to day operations on a part time basis.

The primary focus of this position will be to perform various administrative duties for the Executive and Artistic Director and provide programming and administrative support to the centre. The successful candidate will play a vital role in fulfilling AX's strategic objectives and mandate to support, promote and foster arts and culture in the region.

Please indicate if you are or will be fully vaccinated against COVID-19 in your cover letter.

Programming and Administrative Assistant duties

The Programming and Administrative Assistant position reports directly to the Executive and Artistic Director (EAD). Specific responsibilities will include, but are not limited to:

- Support the work of the EAD;
- Edit and format correspondence; process incoming correspondence and help respond to inquiries;
- Help coordinate arts programs – for example, gather and organize background materials and contracts from artists, and maintain the centre's events calendar, operations sheet, and visitor statistics;
- Data entry;
- Assist with set-up and tear-down for public events;
- Occasional gallery docent front desk duties when volunteers are not available;
- Maintain office supplies; light cleaning and sanitizing, space organizing;
- Other duties as required.

Qualifications

- Must have access to home internet, should remote work be necessary;
- Excellent interpersonal and communications skills;
- Excellent organizational abilities and project management skills;
- Experience with Microsoft Word and Excel, or Google Docs;
- Ability to work independently and part of a team;

- Ability to work effectively with competing deadlines;
- The ability to anticipate, identify, and resolve issues;
- Demonstrated tact, diplomacy, sound judgement, and confidentiality;
- Previous experience with non-profits or charities considered an asset.

Duties may fluctuate, depending on public safety recommendations.

Join Our Team

All inquiries and applications will be held in strict confidence. Please apply **by September 15, 2021** with a resume and letter of interest outlining why you believe you are suitable for this position. You may email your application to Jane Simpson, Executive and Artistic Director, at execdirector@axartscentre.ca. Applications will be reviewed on an ongoing basis, so early submission is encouraged.

We thank everyone who applies for their interest in this position; however, only candidates selected for an interview will be contacted.

Hours of work: 12-20 hours per week, with the possibility for more depending on funding. Some weekends and evenings may be required.