

# Office Administrator

**Date Posted:** May 5<sup>th</sup>, 2021  
**Application Deadline:** May 10<sup>th</sup>, 2021  
**Start Date:** May 26<sup>th</sup>, 2021  
**End Date:** August 11<sup>th</sup>, 2021  
**Salary:** \$14.50/hr  
**Province:** Saskatchewan  
**City:** Saskatoon  
**Term:** 30 Hours Weekly

## Organization Description

### THE BROADWAY THEATRE

Friends of the Broadway Theatre, is a non-profit, community-based organization with charitable status, dedicated to the preservation and restoration of Saskatoon's historic Broadway Theatre, a civically and federally recognized heritage building. The Theatre is a 430-seat venue for live music, film, dance, theatre, comedy and both community and private events. It plays a significant role as a community arts and culture centre.

**Our Vision:** To be a leader and builder of the arts within our community, and a leader and building of community through the arts.

**Our Mission:** To educate, entertain and inspire our community through artistic, cultural and organizational leadership.

## Job Description

If you love arts and culture, and are interested in making a difference in Saskatoon's cultural landscape, we would love to hear from you. We are seeking an energetic, organized, innovative and entrepreneurial individual to enter the role of Office Administrator.

### Key Role Responsibilities/Activities/Deliverables:

The primary role of the Office Administrator is to ensure daily operational tasks are accomplished and provide assistance to the management team. Customer service skills are a primary aspect of this position. The Office Administrator must be familiar with various software programs including Excel, Word, Outlook. On-the-job training for in-house ticketing and POS systems will be provided, however previous experience with POS systems is considered an asset. Event and building management is a necessary part of office work at the Broadway Theatre. This includes working with Artists, TM's, renters, promoters, technicians, staff and volunteers in order to ensure events run smoothly.

### Office Administrator (90% of time)

- Banking – ensure cash outs and cash floats are in proper order, delivering deposits to bank
- Record and return all messages from the phone and general office email
- Mail – handle incoming cheques and invoices, send out payables every second week
- Customer service, box office sales
- Develop creative exhibitions for outdoor displays
- Cultivate imaginative initiatives for Theatre participation through various summer events such as Pride Saskatoon, Ness Creek, JazzFest, Fringe Festival, Broadway Street Fair and more.
- Ensure Broadway area businesses have up-to-date event posters and monthly newsletter
- Coordinate with Management on Membership revival initiatives

### Building/Event Management (10% of time)

- Compile ticket sale information;
- Prepare final expense report;

- Ensure renters' accounts are settled in a timely fashion;
- Secure backline items as needed;
- Prepare artists' green room and hospitality items;
- Coordinate with show promoter, artist and technician through load in and sound check;
- Organize floor staff, volunteers and front of house operations;
- Assist floor staff as required during show;
- Supervise load out and close-up the building

**What we are looking for in a candidate:**

The ideal candidate should be flexible and open to learning in order to assist other members of the Management and to handle required tasks when necessary. Familiarity with the Theatre's mission and building is an asset, as the Office Admin will be required to lead special projects in their downtime. **Other qualifications include:**

- Exceptional customer service experience;
- Solid written and verbal communication skills;
- A track-record of being a team player who can lead and be an exceptional contributor;
- Strong work ethic, attention to detail, flexibility, good time-management skills and the ability to work to a deadline;
- The ability to work evenings and/or weekends during concerts and other fundraising initiatives.
- Experience with audio and lighting equipment is an asset
- Experience with social media platforms
- Is between 19-30 years of age
- Possess a valid driver's license
- Passionate about working in a thriving, non-profit, community-owned, arts and culture organization

For more information on the organization, visit [www.broadwaytheatre.ca](http://www.broadwaytheatre.ca)

This search process will commence immediately and will remain open until May 10, 2021. Qualified applicants are invited to submit their resume and letter of interest, in confidence, to [aryn@broadwaytheatre.ca](mailto:aryn@broadwaytheatre.ca)

**Contact Info:**

Name: Aryn Otterbein, Operations Manager  
 Telephone: 306-652-6556  
 Email: [aryn @ broadwaytheatre.ca](mailto:aryn @ broadwaytheatre.ca)  
 Website: [www.broadwaytheatre.ca](http://www.broadwaytheatre.ca)