

ADMINISTRATIVE ASSISTANT (SEED Position)

The Saint John Theatre Company (SJTC) is looking for a highly motivated, detail-oriented Administrative Assistant to be part of the team that coordinates and operates the annual Fundy Fringe summer theatre festival in Saint John, NB.

Get to know the inner-workings of a non-profit organization, gain valuable office & arts administration skills, and experience working in a professional, fast-paced environment. The position will begin late June/early July until the end of August.

Responsibilities include:

- general reception and completing basic administration tasks related to the Fundy Fringe Festival as well as the general operations of the SJTC
- box office support
- liaising with artists
- maintain contact with artists, sponsors and audience
- create contact spreadsheet of volunteer, artist and sponsor information
- assist in set-up and admissions during the Fundy Fringe Festival
- Create and maintain a database of all artists' information such as mailing address, email, phone number etc.
- Make sure all payments have been received prior to the festival closing
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Requirements:

- SEED VOUCHER
- Self-motivated
- Microsoft Office skills essential (Word, Excel, PowerPoint)
- Highly organized/effective at multi-tasking and juggling multiple deadlines
- Excellent written and verbal communication skills
- Comfortable working independently and as a team
- Able to work a flexible schedule, including weekends and some evenings
- Professional attitude and ability to maintain positive relationships with customers, audience and sponsors
- Must be a student in a secondary, post-secondary, vocational or technical program returning to school on a full-time basis

Assets:

- Customer service experience
- Social media savvy (Facebook, Twitter, and Instagram analytics)
- Own transportation
- A genuine interest in the arts
- Own laptop would be considered an asset.

To apply, submit a cover letter and resume no later than Thursday May 31, 2018 to:

Saint John Theatre Company

112 Princess Street

Saint John, NB E2L 1K4

admin@saintjohntheatrecompany.com