

## **Job Description**

### **Office Administrator/Store Front Manager**

**Part-Time, Permanent:** 3 days per week – 21.5 hours per week, some evening and event requirements.

**Wage: \$14.50**

**Start Date: February 19, 2020**

**Application Closing Date: January 24<sup>th</sup>, 2020**

### **Position Summary:**

The Office Administrator/Store Front Manager (OASFM) is responsible for the administration and oversight of the day-to-day operations of the Coast Collective Art Centre (CCAC), in accordance with CCAC policies and procedures, reporting directly to the Executive Director (ED). The OASFM works as part of an integrated team responsible for the planning and implementation of CCAC programs including the annual roster of Gallery shows and exhibits (self-produced and facility rentals), the Artisan Gift Shop, the Educational Classes/Workshops Program, the Participating Artists Program, the Westridge Gallery and the Roaming Gallery Program. The OASFM is also responsible for participating in the planning and implementation of special events in support of SASI/CCAC fundraising. The OASFM will work with the ED on the continued development of existing partnerships and community collaborations.

The OASFM is highly motivated and committed to helping SASI and the Coast Collective achieve their short-term and long-term goals, and providing a high standard of service to members, clients, volunteers, customers, etc.

A background in the arts, office administration, and a passion for celebrating the arts and community culture are essential. Flexibility in nature and in availability, and experience working with volunteers is an asset.

### **Preferred Qualifications, Skills and Experience**

1. Excellent command of the English language, written and oral, is required.
2. Excellent communication skills, written and oral.
3. Computer literacy, MS Word and Excel is required, website (Wordpress) experience is an asset.
4. Excellent organizational skills, including project/event management.
5. Knowledge and understanding of contemporary art practices.
6. Knowledge of the retail sales environment, including customer service and point-of-sale experience, operating a cash register, processing cash, debit and credit transactions, etc.
7. Membership and Volunteer coordination skills
8. Able to meet deadlines and work under pressure.
9. Human resource management skills are required, including discretion in personnel matters and the ability to delegate tasks and effectively supervise volunteers; must be adept at building and managing mutually beneficial relationships.
10. Patience and flexibility in nature - multi-tasking and ability to deal with frequent interruptions.

We invite individuals to apply by submitting a cover letter and resume to: Jillan Valpy,  
[ED@coastcollective.ca](mailto:ED@coastcollective.ca)