

EMPLOYMENT OPPORTUNITY

Administrative Support Clerk for Langham Court Theatre Society

Position: Administrative Support Clerk (x2)

Date of Posting: Sept 1, 2022

Job Start Date: **Immediate**

Application Deadline: Open until filled

SUMMARY POSITION

The Administrative Support Clerks (ASC) are 2x part-time hourly positions that are responsible for supporting the General Manager and Artistic Coordinator with administrative tasks. The ASC will report directly to the General Manager. Ideally, the successful candidate will be motivated, a team player, adaptable, and detail-oriented. The position requires someone who has experience and/or training in anti-racism and anti-harassment work, and/or someone who is eager to learn about these topics and apply these lenses to their work in supporting the GM and broader community. The Society is currently in a state of both positive transformation and adverse resistance.

RESPONSIBILITIES

The ASC's responsibilities include:

- Supporting the GM and the AC in day-to-day operational tasks such as:
 - Ensuring timely payment of invoices.
 - Assisting in securing rights to plays each season.
 - Assisting in volunteer support in convening committees.
 - Contract coordination and maintenance of rental contracts.
 - Assisting in processing payroll.
 - Assisting in financial tasks such as budget reconciliation, helping maintain the general ledger, and grant writing.
 - Assisting with website support and maintenance.
- Responding to emails from the broader public.
- Customer service.
- Assisting the GM and Front-of-House Manager with Box Office.
 - Ticket sale management.
- Assisting the AC in managing the Society's lists (membership lists, volunteer lists, production team lists, equity statistics, or others as required).
- Assisting the bookkeeper and GM in preparing year-end reports.
- Help organize fundraising and volunteer events, i.e. costume loft sale, volunteer appreciation, etc.
- Other duties as assigned by the GM.

JOB REQUIREMENTS:

- Independent, motivated self-starter who cares deeply about the theatre's responsibility to its broader community.

- Ability to prioritize a complex workload with excellent organizational skills
- Excellent written and verbal communication skills
- Computer literate with experience using IT to streamline processes.
- Priority will be given to individuals with training in anti-racism work, anti-oppression, and harm reduction;
 - However, training will be provided to individuals who do not meet these requirements, but who demonstrate a strong desire to be part of this type of organizational change.

COMPENSATION

This is a part-time, hourly position with a flexible schedule including additional hours on evenings and weekends during production weeks. 15 hours a week @ \$19/hour. There are 2 positions available. Opportunities may be available to turn this into a full-time salaried position.

COVID-19 VACCINATION & MASK MANDATE

All employees and staff must be fully vaccinated against COVID-19. Proof of vaccination will be required for successful applicants. Masks are currently required for everyone in the building, save for performers during shows only, and where physical distancing is observed and all parties consent.

APPLICATION

To apply, please email your detailed resume and a cover letter, in PDF form, to operations@langhamtheatre.ca and enimetz@protonmail.com. Refer to “Administrative Support Clerk” in the subject line.

Interviews shall be conducted as soon as a qualified candidate applies and is selected. Applications will continue to be accepted until the position is filled.

Thank you to all applicants; only those selected for interviews will be contacted.

Langham Court Theatre is dedicated to creating a more equitable and inclusive workplace by prioritizing voices that have been excluded and building an organization where everyone's experience is both valued and reflected.

As an equal opportunity employer, we welcome and encourage submissions from individuals of all gender identities, cultures, ethnicities, sexual orientations, and abilities.

If you have any access needs that you would like to disclose that would make the hiring process more accessible to you, please email us at enimetz@protonmail.com and we will work with you to accommodate your access needs.