

## **JOB DESCRIPTION FOR THE VALLICAN WHOLE ADMINISTRATOR**

**Part time Continuing Contract Position Approx 4/hr per week \$20/hr**

The administrator is responsible for hall bookings and rentals and works in conjunction with the Whole caretaker and the Board. Duties include managing and updating the website, responding to phone and email messages, creating promotional material, and maintaining records and files. We are seeking a person interested in a long term position.

### **Job Description Summary**

- The Administrator assists in the implementation of the RARTS Board's policies and manages day-to-day RARTS business.
- The Administrator is accountable to the board.
- The Administrator attends RARTS Board meetings.
- Maintains RARTS files and records.
- Manages and creates inventory control sheets and orders supplies as needed.

### **Managing Communications**

The Administrator:

- Is responsible for the Vallican Whole website, social media, and email management including:
  - Updating the calendar
  - special notices
  - notifications of upcoming events
- Reviews RARTS communications (mail, email, phone, website) and/or refers incoming communications appropriately.
- Reports to board or staff on pertinent rental issues and new business
- Communicates with Vallican Whole Caretaker and or Building & Grounds Committee on building needs for rentals and bookings.
- Assists RARTS Board or committees in developing news releases, promotions, and marketing materials.

### **Community Centre Rental Bookings, Contracts, and other Bookings**

- Receives inquiries for co-presentations, performance bookings, weddings and new business opportunities. Refers to appropriate committee or individual.
- Manages rental bookings and contracts for the Vallican Whole Community Centre. All Community Centre activities booked through the administrator including:
  - Rentals,
  - RARTS presentations and co-presented events,
  - RARTS workdays and meetings
  - Special building projects that impact the use of the building and grounds
- Negotiates terms of Vallican Whole rental bookings and informs appropriate personnel.
- Manages and keeps public, internal and online social media calendars of Community Centre bookings up to date.
- Liaises with renters from original contact, contracts, viewings, through to cleanup performance and deposit.

### **Desired Qualifications**

- Excellent oral, written and social media communication skills.
- Ability to use Microsoft Office programs.
- Medium Level website management skills.
- Strong administrative skills including numeracy.
- Well-developed inter-personal skills; the ability to build successful partnerships.
- Ability to Develop budgets, Plan events and performances, negotiate contracts, and develop
- Community interest in the organization.
- Good understanding of the arts based and voluntary work sectors and its relationship with other sectors.