

2b theatre company seeks candidates for an **Administrator** position

2b theatre company seeks a part-time Administrator to work with our Managing Director and Managing Producer on a variety of tasks related to office management, financial coordination, and producing theatrical productions. This is an opportunity to join a thriving local not-for-profit arts organization with international reach.

Responsibilities

In collaboration with the Managing Director and Managing Producer, the successful candidate will be responsible for assisting with duties related to administration, office management, and home shows.

The administrator will be expected to work independently to:

- Keep 2b's database up to date
- Liaise with the Bookkeeper and complete related drop-offs and pick-ups
- Track cheques
- Update social media accounts and create newsletters
- Track donations and issue tax receipts
- File paperwork as well as digital files
- Represent the company at public events as needed

The administrator will assist the Managing Director and Managing Producer with:

- Filing of T-Forms with CRA
- Press releases and media relations
- Individual donor campaigns
- Fundraising events
- Finance related filing, invoice creation, and bank deposits
- Producing home shows and events (including program ad and sponsorship asks, box office duties, ancillary events, volunteer coordination, media relations, and other tasks as necessary)
- Grant writing, reporting, and tracking
- Website updates

And other duties according to the needs of the company and the interests of the successful candidate.

Qualifications

The ideal candidate will:

- Be self-motivated and a strong team player
- Be highly organized and attentive to detail

- Be articulate, outgoing, and comfortable representing 2b theatre company in a variety of contexts
- Have knowledge of theatre production and/or the performing arts world in Halifax and beyond. Familiarity with 2b's work is an asset.
- Have experience in grant writing
- Have experience in outreach and promotion
- Have good time management skills and the ability to multitask
- Have broad computer skills including: familiarity with programs such as Microsoft Word, Excel, and Google Docs; skill and experience in managing website and social media platforms, and database systems experience
- Strong interpersonal communication (oral and written) skills are essential. Oral and written skills in French are an asset.

The position will be 15 hours per week at a rate of \$16/hour for a one year contract with the possibility of renewal, and includes 2 weeks (30 hours) paid vacation time and a contribution towards health benefits. This is a flexible position and the weekly schedule will be arranged to suit the employee's preferences. The employee will be asked to work overtime during occasional busy periods and will have the opportunity to take time off in lieu. The position will start in September 2018.

APPLICATION DEADLINE: August 24 2018

To apply, send a cover letter and resume to info@2btheatre.com with the subject line "Administrator application". 2b is an equal opportunity employer and welcomes applications from candidates of diverse backgrounds. If you have any questions about the position, please do not hesitate to get in touch.