

# Muskoka Arts & Crafts Inc.

where art happens!

## ADMINISTRATIVE ASSISTANT POSITION SUMMARY

**TITLE:** Administrative Assistant

**REPORTS TO:** Executive Director

**HOURS:** The Administrative Assistant is a full-time position (37.5 hours/week). The salary is based on an hourly wage. The workweek runs from Tuesday to Saturday. For certain programs, the Administrative Assistant may be required to work outside his or her regularly scheduled hours that could include evenings and weekends as required.

**WAGE:** \$17-19 per hour

### JOB DESCRIPTION

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#### General

- Support the Executive Director in efficiently managing the day-to-day operations of the organization that helps maintain Muskoka Arts & Crafts' well established and respected public image.
- Assist with event planning and implementation that includes the Spring Members' Show, Summer Show, Christmas Show, guidebook, exhibitions at the Chapel Gallery as well as any future programming that may develop.
- Maintain the professional appearance of the gallery space.
- Light housekeeping.
- Other duties as assigned by the Executive Director.

#### Reception

- Answer general telephone inquiries in a professional and courteous manner.
- Direct telephone inquiries and forward voice mail to the appropriate person.
- Reply to general information with accurate information.
- Greet visitors to the Chapel Gallery in a professional and friendly manner.
- From time-to-time, pick up the mail.
- Other duties as assigned by the Executive Director.

#### Office Administration

- Maintain hard copy and digital files.
- Maintaining inventory of office and other supplies.
- Other duties as assigned by the Executive Director.

#### Workshops & Lectures

- Develop a yearly schedule of workshops and lectures for the membership and community at large.
- Create budgets for the educational programs.
- Promote the educational programs through the writing of media releases, social media platforms, updating the website and other appropriate venues.

- Prepare and copy any handouts.
- Set-up and cleanup the workshop room for lectures.
- Assist with the cleanup of the workshop room after workshops.
- Other duties as assigned by the Executive Director.

**Membership**

- Maintain and update the membership database.
- Send out renewal notices.
- Process membership renewals.
- Assist with the updating of the members' studio section of the website.
- Research and recruit new members.
- Develop a membership drive.
- Other duties as assigned by the Executive Director.

**Community Shows**

- Organize and promote the community displays at Muskoka Tourism, the Town of Bracebridge, the Huntsville Summit Centre and other appropriate venues.
- Other duties as assigned by the Executive Director.

**Speaker Service**

- Research and contact community groups so members or representatives of Muskoka Arts & Crafts can speak about their art and the organization respectively
- When appropriate, prepare PowerPoint presentations and speak at various functions.
- Other duties as assigned by the Executive Director.

**Social Media**

- To assist the Executive Director in researching and developing a marketing campaign using different social media platforms.
- Other duties as assigned by the Executive Director.

**Chapel Gallery Exhibitions**

- When required, assist artists in the set up of their exhibitions.
- Conduct gallery sales.
- Answer visitors' questions about the exhibitions and the artists.
- Release sold artwork to customers.
- Other duties as assigned by the Executive Director.

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**PHYSICAL DEMANDS & WORKING CONDITIONS**

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The majority of the work is within a gallery/office setting. Must be able to lift 25lb boxes, set-up and takedown folding tables, climb stairs and a ladder. Some work takes place outdoors during specific programs.

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**EVALUATION:**

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This position shall be evaluated at three-months and again at the completion of the six-month probation period with annual evaluations thereafter to ensure the achievement of expected standards of performance. This position has potential for advancement on achieving the expected level of performance.

## QUALIFICATIONS:

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- College or university education or an equivalent.
- Experience in event planning and galleries an asset.
- Strong organizational and planning skills.
- Good written and verbal communication skills.
- Capability to follow complex directions, demonstrate thoroughness in his or her work and manage multiple priorities.
- Show personal initiative and the ability to make effective decisions without constant supervisory attention. At the same time, he or she must know when to obtain authorization before implementing decisions.
- Attention to detail, be highly organized, accurate and a creative problem solver.
- Superior customer service skills. Ability to establish and maintain positive working relationships with others both internally and externally to achieve the goals of the organization.
- Flexibility and reliability.
- Work cooperatively and effectively with others to set goals, resolve problems and make decisions that enhance organizational effectiveness. Ability to work independently.
- Knowledge of social media platforms and skills to post information.
- Strong computer skills. Familiarity with Microsoft Word, Access, Excel, Outlook, Adobe Acrobat and PowerPoint. Familiarity with FrontPage, Adobe Photoshop Elements, Adobe Premier Elements, Corel Draw, Cute FTP and other computer programs as required is an asset.

The Administrative Assistant must have:

- A valid driver's license with reliable transportation that can be used for work related activities.

## HOW TO APPLY

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All applications require a cover letter and resume. To apply by email, please submit these as one file, not two separate documents. Acceptable file formats for applications are doc, docx or PDF files. Your email subject line should include the following information: Last Name, First Name – Job Title. Applications that are mailed or personally delivered to the Chapel will also be accepted. The deadline to apply is Thursday, February 28 by 5pm.

### **Muskoka Arts & Crafts**

Location Address: 15 King Street, Bracebridge, ON P1L 1H4

Mailing Address: Box 375, Bracebridge, ON P1L 1T7

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