

Position Description

Job title:	Administrative Assistant
Reports to:	Executive Director
Works with:	Office staff, retail team
Wages:	\$15/hour
Hours:	35 hours per week for 8 weeks

Overview

The South Simcoe Arts Council is a not-for-profit organization and registered Charity. Our mission is to foster the cultural enrichment of South Simcoe by developing a widespread appreciation of, support for, and involvement with the arts. We promote “Arts for All” because we believe that participation in the Arts is integral to building healthy individuals and thriving communities. We strive to reduce and remove barriers that prevent people from participating in the arts.

The purpose of the Retail and Marketing Assistant will be to promote SSAC artists and events, promoting art sales and event participation through retail and marketing initiatives.

Duties and Responsibilities

The Retail and Marketing Assistant will:

- Work with office and retail team to display and promote art through FortyOne:Local Art Market.
- Interact with the public at FortyOne, community events and festivals.
- Assist the office team with member communications and client service.
- Update and maintain SSAC’s online directory of artists and inventory.
- Help Communications Coordinator to implement the redesign of SSAC’s website.
- Work with Front Office Manager to update retail procedure manual.

Qualifications

Candidates should:

- Be between 15- 30 years of age.
- Have an interest in the Arts.
- Have excellent customer service skills.
- Be comfortable with Apple products and proficient in the creation and manipulation of spreadsheets and documents
- Be a team player who is has good organizational and communication skills.
- Be comfortable taking initiative and working independently.
- Present a positive and enthusiastic attitude.
- Be legally entitled to work in Canada.

Orientation and Training

- Training/support will be provided by the Executive Director and Retail Coordinator.