



## **South Simcoe Arts Council**

### **Office Location**

41 Victoria Street East  
Alliston, Ontario L9R 1T7

705.435.2378

### **Mailing Address:**

Box 313  
Alliston ON L9R 1V6

[www.southsimcoeartscouncil.com](http://www.southsimcoeartscouncil.com)  
[info@southsimcoeartscouncil.com](mailto:info@southsimcoeartscouncil.com)



*YOU can help!*  
*Charitable #*  
*839954559RR0001*

*Cash, Cheques, Visa & Mastercard  
accepted*

*Please make cheques payable to:*  
*South Simcoe Arts Council*

## **MEMBERSHIP, WORKSHOP / EVENT AND VOLUNTEER CO-ORDINATOR**

**The South Simcoe Arts Council** is seeking a regular part time service provider dedicated to providing an upbeat, outstanding and professional level of customer service to our members, the public, community groups, and other government agencies and partners. The duties of this position shall align and assist us to achieve the goals and objectives of our three year Ontario Trillium Grow Grant.

### **Qualifications:**

Post Secondary Education with experience in event planning, and familiar with accounting procedures  
Team player who is open to new and imaginative approaches to work related issues.  
Superior organizational and time management skills  
Superior oral and written communication skills  
High degree of initiative and resourcefulness  
Proficiency in software programs compatible with Mac computers  
Handle private and confidential information with diplomacy and tact  
Flexibility to work limited evenings and weekends. Valid driver's license

### **Responsibilities:**

Reports to the Executive Director, working closely with other team members, volunteers promoting all disciplines of our art's programming, outreach activities and our vision of "Arts for All".

Primary focus of this position will be to coordinate and maintain the South Simcoe Arts Council Memberships, Arts E Talks / the implementation, production of our new quarterly online / printed arts and culture newsletter; filing, data entry, facilitation our Events and Programs of "Arts for All"; co-ordinate and maintain Arts in our Community within Simcoe County.

Start Date: June 2017      \$13.00 per hour

The South Simcoe Arts Council, P.O. Box 313, Alliston, ON L9R 1V6  
Email: [info@southsimcoeartscouncil.com](mailto:info@southsimcoeartscouncil.com)

We thank all applicants for their interest in this opportunity, but please note that only those candidates selected for an interview will be contacted. No telephone calls please.

The South Simcoe Arts Council is an equal opportunity Employer.