

POSITION DESCRIPTION:



2: ADMINISTRATIVE SUPPORT: Creative Program

POSITION TITLE	ADMINISTRATIVE SUPPORT: Creative Program
HOURS AND DAYS REQUIRED PER WEEK	Flexible up to 8 hours or as needed Monday – Friday, 10am - 4pm.
REPORTS TO	Creative Programming Team and Finance Team Volunteer Coordinator
ROLE/PROJECT OVERVIEW	Administrative support to staff, including project based work, research and/or office tasks involving filing and other office administration.
KEY RESPONSIBILITIES	<ul style="list-style-type: none">○ Word processing /office skills○ Client contact/liaise with artists○ Entering information onto an Excel spread sheet○ Liaising with BAC staff○ Keeping up to date with events at BAC○ Research
OUTCOMES AND GOALS	Assist the Creative Programming Team to bring to the community an exciting, creative and fun-filled program of events.
SKILL AND EXPERIENCE	Administration experience, working knowledge of Word, Outlook, Excel.
TRAINING REQUIREMENTS	BAC office processes as required.