

Job Title: Administrator (Visual and Performing Arts)

Organization: Yorkton Arts Council

Location: Yorkton, Saskatchewan

Job Type: Part-time

Application Deadline: November 25th, 2023

About Yorkton Arts Council: The Yorkton Arts Council is a vibrant and dynamic non-profit organization dedicated to promoting and fostering the arts in Yorkton, Saskatchewan. We are committed to providing our community with access to a wide range of artistic and cultural experiences. Our organization supports local artists, facilitates community performing and visual arts events, and strives to enhance the quality of life in Yorkton through the arts.

Job Overview: The Yorkton Arts Council is seeking a passionate and highly motivated Administrator to join our team to be responsible for the day-to-day office management and delivery of all programs; Sunflower, YAC Presents concert series, Performing Arts in the Schools, Culture Days, Story Slam, extra concerts, Community pARTners Gallery exhibitions and workshops and related educational programming. The Administrator will play a key role in the planning, organizing, and executing various performing and visual arts programs, events, and exhibitions to enrich our community's cultural life.

This position is directly responsible to the Yorkton Arts Council Board of Directors.

Key Responsibilities:

- Efficient office management
- Coordinate and execute visual and performing arts events
- Administer ticket sales
- Promote and publicize arts events through various media channels, social media, and community outreach.
- Foster partnerships and collaborations with local schools, businesses, and cultural organizations.
- Identify and secure funding opportunities and grants to support arts initiatives.
- Assist in the preparation of the budget, monitor the budget and grant money received
- Maintain and manage the Yorkton Arts Council's Community pArtners Gallery.
- Maintain records and documentation of arts programs and activities.

Qualifications:

- An overall knowledge and appreciation of the performing arts
- Experience in event planning, promotion, and fundraising is beneficial
- Exceptional communication and interpersonal skills.
- Excellent project management and organizational skills.
- Ability to work independently and as part of a team.
- Excellent public relations – i.e. ability to work with the public in such a manner as to

- maintain friendly and co-operative relationships
- Good written and verbal communication skills
- Knowledge of modern office procedure
- Ability to organize work and complete tasks independently
- Ability to work with volunteers
- Proficiency in Microsoft Office and other relevant software.
- Basic graphic design with applications like Canva an asset
- Knowledge of local and provincial arts community and resources is an asset.

How to Apply: Interested candidates are invited to submit their resume, a cover letter, and references to the Yorkton Arts Council Administrator position. Please include "Yorkton Arts Council Administrator Application" in the subject line of your email. Applications will be accepted until November 25th, 2023.

The Yorkton Arts Council is an equal opportunity employer, and we encourage candidates of all backgrounds and abilities to apply.

Join our team and help us create a vibrant and enriching cultural landscape in Yorkton, Saskatchewan!