

Job Opportunity
Administrator – Grants, Awards and Support Programs

Deadline to apply: September 28, 2011

Are you effective and organized? Do you have strong computer skills and experience managing file systems? We are looking for an administrative support professional that shares our enthusiasm for the work we do.

About the Position

Reporting to the Director – Grants, Awards and Support Programs, you will work as part of the grants team, providing efficient, effective data management and administrative support for all facets of the department's work.

You will be responsible for appropriately handling large volumes of information both physically and electronically. You will put your organizational skills to use in tracking grants files and support materials from application to final reporting. You will support the logistics of EAC jury meetings as well as other meetings and events. You will interact with applicants and other stakeholders to gather information, answer basic inquiries and route messages to other members of the team.

To be successful in this position, you will need to handle multiple assignments, work to deadlines, and establish and maintain effective administrative systems.

This position requires occasional evening and weekend work.

Qualifications

To be considered you will need to have:

- some post-secondary education, preferably in a related field
- at least two years of relevant experience such as working in an office environment or an administrative position.

To be a strong candidate you will need to possess superior office computer skills, have experience in file management and be a good communicator in English. A background in the arts or arts administration through education, personal practice or volunteer work will help you stand out. Proficiency in a language other than English or French would also be an asset.

Compensation

\$30,000 - \$40,000 (Annually)

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How to Apply

To apply you must submit the following by email as PDF attachments:

- a letter of application that addresses the position expectations
- a Resumé that includes the contact information (include e-mail) for three references.

Email to: Stephen Williams, Director – Grants Awards and Support Programs

swilliams@edmontonarts.ca

Subject line: Grants Administrator Position

Applications will only be accepted electronically.

The Edmonton Arts Council thanks all applicants for their interest in this employment opportunity. Those candidates considered for the position will be contacted.

The Edmonton Arts Council hires on the basis of merit. We are committed to the principle of equity in employment. We welcome diversity and encourage applications from all qualified women and men, including persons with disabilities, members of visible minorities and Aboriginal persons.

About the Edmonton Arts Council

The Edmonton Arts Council (EAC) is a non-profit society and charitable organization that supports and promotes the arts community in Edmonton.

The EAC works to increase the profile and involvement of arts and culture in all aspects of our community life through activities that:

- invest in Edmonton festivals, arts organizations and individual artists through municipal, corporate and private funding;
- represent Edmonton's arts community to government and other agencies and provide expert advice on issues that affect the arts;
- build partnerships and initiate projects that strengthen our community
- create awareness of the quality, variety and value of artistic work produced in Edmonton.

The Edmonton Arts Council is directly supported by the City of Edmonton through an annual operating grant and, in return, delivers to the City services described in a Service Agreement with those services closely allied to the City's cultural plan, the Art of Living.

For information about the Edmonton Arts Council, please visit edmontonarts.ca.