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## JOB POSTING

### ADMINISTRATIVE ASSISTANT

Opera NUOVA seeks an **Administrative Assistant** to fill a 1-Year Maternity Leave. This position will begin with part-time training and work hours, then increase to full-time hours in September 2015.

#### DESCRIPTION

The Administrative Assistant is responsible for most aspects of Opera NUOVA's day-to-day and year-round operations, including artist management & Young Artist Program scheduling; contracting; marketing & social media; fund development; grant-writing; basic bookkeeping; payroll; program & brochure design; communications; database management and special event coordination.

Reporting directly to the Artistic & Managing Director, this position requires a good sense of time and task management and experience in the non-profit sector. The ideal candidate is proactive, organized, can prioritize tasks and work unsupervised. This position may also be responsible for overseeing and managing a seasonal intern work-study student.

As possible, training will take place April through May, 2015 on a part-time, flexible basis. The position will increase to 30 hrs/week during the NUOVA Festival (May 22 – July 4, 2015) and become full-time in September 2015 (37.5 hours/week) until the end of the contract.

SALARY: \$18 - \$20/hour depending on experience

#### QUALIFICATIONS

- 1 – 3 years' experience working for an arts organization and/or in the non-profit sector
- Office administration diploma or equivalent experience required
- Completion of a cultural management diploma or similar
- Proficiency in grant-writing and fund development
- Proficient use of Microsoft Office Suite: Word, Excel, Outlook, Publisher, Access
- Familiarity and awareness of social media components and their optimization
- Excellent written skills and acute attention to detail
- Some operatic & musical theatre knowledge would be an asset

#### ABOUT OPERA NUOVA

Opera NUOVA is a charitable, not-for-profit organization that primarily operates as a training organization for operatic vocalists and collaborative pianists. Our focus is to bridge the gap between academia and a professional career and we have developed a reputation as one of the best training programs in the country.

In addition to our sought-after summer Young Artist Programs, Opera NUOVA also offers the NUOVA Opera & Music Theatre Festival every May & June and provides opportunities for emerging artists in moving & innovative operatic and classical music productions throughout the arts season. Our goal has always been to offer these performances in intimate settings at modest prices.

Interested applicants should submit a cover letter and résumé by midnight on **March 20, 2015** to the Artistic & Managing Director via email to [director@operanuova.ca](mailto:director@operanuova.ca). Those selected for an interview will be contacted. For more information about Opera NUOVA please visit [www.operanuova.ca](http://www.operanuova.ca).