



**FREEWILL
SHAKESPEARE
FESTIVAL**

PLAYS FOR A MIDSUMMER NIGHT.

Job Posting: FREEWILL SHAKESPEARE FESTIVAL

Job Description: Administrative Assistant

Term: February through August 2015

Summary

The Free Will Players seek a highly motivated, organized Administrative Assistant to aid in the management of the society's operations. Working under the supervision and direction of the Managing Director, the successful candidate will enjoy a highly diverse range of tasks in a positive and supportive work environment. Responsibilities will be in the areas of outreach, human resources, volunteer management, festival management and general office administration.

Key Responsibilities

- Volunteer Management
 - Create and maintain the volunteer database.
 - Determine organisations, outlets and forums to market volunteer opportunities.
 - Advertise volunteer openings throughout Edmonton and surrounding areas.
 - Solicit donations for volunteer appreciation.
 - Assist with the Volunteer Orientation Day.
- Festival Management
 - Act as a liaison between the public and Festival staff.
 - Develop a survey to run throughout the Festival to compile statistical audience research and feedback.
 - Assist with sponsor recognition, hospitality and reporting.
 - Provide administrative support to the Festival such as ordering merchandise and booking rentals.
 - Assist with delivery of individual donor perks.
- Office Administration
 - Basic financial responsibilities including receipting revenue, tracking expenditures, and invoicing.
 - Support fundraising initiatives such taking ticket orders, tracking auction items, etc.
 - Create and maintain files for over 50 temporary contract employees.
 - Book meetings with employees to sign contracts.
 - Design and maintain a number of databases (ie: arts organisations, donors, etc).
 - Issue tax receipts to private donors.
 - Assist with filing and mail outs.

Hours of Work and Remuneration

The Administrative Assistant will work up to 12 hours per week from February through August during regular business hours with some flexibility required for special events and throughout the Festival (June 23-July 19, 2015). Remuneration is set at \$12.50/hr.

Qualifications

- Enthusiastic and positive personality.
- Strong interpersonal, verbal and written communication skills.
- Ability to take direction as well as work in a team environment.
- Strong self-discipline and the ability to self manage.
- Excellent organizational and time management skills, including the ability to work to tight deadlines and sudden changes.
- Knowledge of arts organizations or not-for profit groups.
- A diploma or degree in Business or Arts Administration is an asset.

Applicants should send a resume and cover letter outlining how they meet the specific requirements of the position to Cadence Konopaki, Managing Director at md@freewillshakespeare.com

Deadline for application: January 5th, 2015

While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted.