



## We're Recruiting For...

# Arts Education Administrator

The Arts Education Administrator works closely with the Associate Director to ensure the successful delivery of the Centre's arts education program. A vital role in building community support for the Confederation Centre of the Arts, the Arts Education Administrator is tasked with maintaining and building these relationships.

### **Duties will include, but are not limited to:**

- Field phone calls, emails, and drop-ins pertaining to Arts Education
- Accept and process registrations
- Process payments
- Prepare class lists
- Prepare brochure/ information letter and labels for mail out
- On-going communications with parents, students, and teachers
- Assist with show preparations
- Assist with program preparation and wind-up
- Studio organization
- Manage inventory of costumes and props within the Arts Education department
- Communicate with and support program instructors
- Working on a flexible schedule (including days, evenings, and weekends)



- Ability to work independently with little or no supervision and prioritization
- Excellent verbal and written communication skills; English essential

**The following would be considered an asset:**

- Bilingualism (French/English), and/or other languages (Mandarin)
- Experience in other areas of the Performing Arts
- Post-secondary training in Dance/the Performing Arts

## How to Apply

By email to the attention of Sam Doyle, HR Manager at [careers@con](mailto:careers@con) or in hard copy during regular business hours at the Security Desk of the Confederation Centre of the Arts located at **145 Richmond Street** in Charlottetown.

Confederation Centre of the Arts is committed to providing equal opportunity. We welcome and encourage applications from people with disabilities and will accommodate candidates taking part in all aspects of the recruitment and selection process.

**Closing Date: 4pm Friday, February 1, 2019**