



We're Recruiting For...

Arts Education Administrator

The Arts Education Administrator works closely with the Associate Director of Arts Education to ensure the successful delivery of the Centre's arts education programs. Arts Education plays a vital role in building community support for the Confederation Centre of the Arts, and 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 as required) according to operational needs (ie: registrations, classes, performances, etc.)
- other duties as required

The ideal Candidate will have:

- Previous administrative experience
- Experience in western theatrical dance genres (ie: ballet, jazz, contemporary)
- Post-secondary training in Dance/the Performing Arts
- Proficiency with Windows and Microsoft Office (Word, Excel, Outlook)





- Ability to work independently with little or no supervision and prioritize efficiently
- 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@confederationcentre.com or in hard copy during regular business hours at the Security Desk of the Administration Offices located at **145 Richmond Street** in Charlottetown.

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

Closing Date: 4pm Friday, February 12th 2021

