



**Position: Office Manager**

**Terms:** Part-time contract (20-25 hours/week; Tuesday – Friday + occasional evenings and weekends; 1 year contract) Anticipated Start Date: August 7, 2019.

\$19-\$23/per hour based on experience.

**Reports to:** Chair, Board of Directors

**Job Description**

The **Office Manager**

**Tasks and Responsibilities**

- Overall daily management and administrative responsibility for the arts centre including supervising staff and office systems.
- Manages and coordinates calendar and scheduling (staff schedules, general arts centre calendar)
- Communication to staff and independent contractors of any changes
- Responds to general correspondence.
- Responsible to the Board for Office Administrator(s) and advising her/him of changes in procedure, additions to lists, changes on the Board, changes in duties, etc.
- Updates front desk procedures manual as required.
- Create monthly board reports & attends board meetings
- Responds to emergency call outs for no heat, forced entry, flooding etc.
- Acts as a key holder, on 24 hour call out in case of emergency

**Qualifications**

Send resume and cover letter in one document by **June 1, 2019** to:

The Niagara Pumphouse Arts Centre, 247 Ricardo Street, P.O. Box 676 Niagara-on-the-Lake, ON L0S 1J0  
Email: [office@niagarapumphouse.ca](mailto:office@niagarapumphouse.ca)

\*Please include your name and the job title in the subject of your email\*

**The Niagara Pumphouse Arts Centre** is a not-for-profit community-based organization that supports and advances lifelong learning opportunities in the arts through our school and galleries, emphasizing community involvement and collaboration. Our mission is to engage, enrich and celebrate our diverse and growing population through the visual arts.

[www.niagarapumphouse.ca](http://www.niagarapumphouse.ca)