



Office Administrator, Full Time – Calgary (Southern Alberta Jubilee Auditorium)

Alberta Jubilee Auditoria Society

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The Alberta Jubilee Auditoria Society is a not-for-profit organization that emphasizes extraordinary patron services, and fostering cultural development in both Edmonton and Calgary facilities. The Society is led by a Board of Directors with representatives from across Alberta and works with the Government of Alberta (GOA)'s Ministry of Culture and Status of Women to operate these legacy performing arts venues through front-of-house, back-of-house, marketing and community engagement services. The Society's Vision, Mission and Values are:

Vision

To entertain, enlighten and educate Albertans through world-class arts and culture.

Mission

To define and support arts and culture in Alberta for patrons, performers and the public. For patrons, to provide exceptional customer experience as Albertans celebrate arts, culture, and community. For performers, to support all onstage activities with safety, integrity, and creativity. For the public, to empower and educate Albertans through the performing, visual, and technical arts.

Values

The Alberta Jubilee Auditoria Society values integrity, inclusion, professionalism, creativity, passion, collaboration, and legacy.

The Opportunity: Office Administrator

Reporting to the Senior Manager, Front of House Operations and the Executive Director (ED), the Southern Alberta Jubilee Auditorium (SAJA) Office Administrator sets a tone of professionalism, a positive demeanor, and provides administrative support to all Jubilee staff.

This position is responsible for providing the overall administrative requirements to the ED and GOA General Manager as well as assisting in day-to-day operations for the venue. The position serves as a liaison with ticketing, patrons, event staff, the Board and other organizations within

the building. The position is responsible for the coordination of many action and information requests received from internal and external clients. This key position deals with a range of basic to high profile issues of a sensitive and confidential nature and requires a thorough understanding of the Society's organizational structure, policies and practices. The scope of responsibility includes some of the financial processes which will be reported to the Financial Controller. Further breakdown of the job description responsibilities include:

Office Administration

- Communication and coordination of SAJA Office
- Process payroll for hourly staff
- Process invoices, accounts payable and accounts receivable
- Assist with reconciling and accounting for inventory changes
- Assist with finance and accounting matters as needed
- Proficient at working with Microsoft office and SharePoint is an asset
- Experience with Ceridian Dayforce payroll and Dynamics Great Plains are an asset
- Liaising with contractors
- POS maintenance and reporting
- First point of contact for Stakeholders using Jubilee (walk-ins, telephone calls)
- Manage the administration office:
 - Photocopier, supplies, filing, office kitchen area, lost and found, mail, etc.
 - Assist Stakeholders and hosted guests with Parking
- Understand and apply office operating policies and procedures
- Maintain Stakeholders databases: Holiday lists, employee phone lists, etc.

Show Administration

- Assist/Support House Manager and Daytime Staff
- Enter Auxiliary statistics in ConCentRics (booking) software
- Obtain show reviews from media and send to GOA Staff
- Attend weekly meetings with House Manager to review weekly events
- Manage the Safe Cash – Float reconciliation, ATM ordering
- Coordinate Internal Event communication and execution
- Manage Front of House room bookings (contracts, invoices, deposits, conferencing, and communications)

Staff

- Provide additional support to GOA staff in the building
- Update House Manager with all current shows and reception changes
- Assist FOH Operations Manager and Finance Manager
- Plan staff social events

Community Engagement (CE)

- Collaborate with CE Coordinator as needed

Meetings

- Principal contact for ticketing for Board, Staff, VIPS, Media
- Prepare meeting materials and minutes for Society and Board Committee meeting (might happen outside of regular office hours)
- Prepare/send monthly event calendars (NAJA and SAJA) to Board Members and Executive Director

Please submit cover letter, resume and references to:

Jonathan Love
Executive Director, Alberta Jubilee Auditoria Society
jlove@albertajubileesociety.ca

Closing Date: September 10, 2021