**JOB TITLE: Administrator**

**TIME –FRAME: November 1, 2017 to October 31, 2018**

**Parrsboro Creative**

**JOB DESCRIPTION:**

The individual we are seeking will play an important role in developing efficient administrative systems to take Parrsboro Creative into the future. This person must be a team player with a calm disposition, possess the ability to work under pressure, should be at home relating to artists, and enjoy co-ordinating with many different groups in the community.

The PC Administrator will need to possess:

* + 1. Strong organizational skills in daily administration, finance, scheduling, and inter-departmental communications
    2. Solid computer skills: Microsoft Office, Adobe, Excel
    3. Solid data base management. Knowledge of File Maker Pro would be beneficial
    4. Strong background in Social Media: Facebook, Twitter, Instagram, Youtube

**Duties will include:**

* Input and maintenance of data base
* Organizing communications between the Cultural Campus Partners, scheduling meetings, recording, filing and distributing minutes
* Monitoring and recording daily finance transactions
* Sending weekly financial updates with all receipts/invoices to the Treasurer
* Booking and recording all sales
* Creating and maintaining a Calendar of Events for: Administration, Grant Applications & Reporting, Fundraising, Festival Events (Plein Air & 10 Days In October)
* Assisting in budget preparation and management
* Assisting with organization and production of Fund Raising Events
* Attending Tourism Cultural Events – SaltScapes and Gems & Minerals Show

Send cover letter and resume to [parrsborocreative@gmail.com](mailto:parrsborocreative@gmail.com)

Only those contacted for an interview will be contacted.