



Cranbrook Community Theatre Society Job Listing for: Executive Assistant to the Board

The Cranbrook Community Theatre Society Board seeks an Executive Assistant/Office Manager (EAOM) who can provide top-quality administrative support to the Board of Directors. The Executive Assistant is often the first point of contact for new members, volunteers, the public, sponsors, media, and renters. The Executive Assistant must be customer service and detail oriented. This position reports directly to the CCT Board of Directors. The EAOM will work closely with all members of the CCT board, specifically the President, Treasurer, Building Manager, and Production Manager.

The candidate must be flexible and organized to meet the demands of our growing organization. The ideal candidate should have impeccable organizational and management skills and prior experience as an Executive Assistant. Preference will be given to candidates with previous experience leading a non-profit arts organization.

Cranbrook Community Theatre supports equity and diversity. We encourage all qualified applicants, including Indigenous Peoples, persons with disabilities, visible minorities, women, and persons of diverse sexual orientation, gender identity, or expression (LGBTQ2S+), to apply.

Qualifications

- Minimum of two (2) years of related experience as an Executive Administrative Assistant, Senior Executive Assistant or other administrative position
- Excellent communication skills, both verbal and written.
- Experience in seeking out and writing grants for non-profits.
- Proficient in all MS Office suite applications.
- Knowledge of and experience in website dashboard management
- Desk-top publishing or graphic design experience
- Social media experience
- Knowledge of Google Drive and file management
- Knowledge of office management systems and procedures
- Basic bookkeeping
- Knowledge of revenue management and ticketing sales systems.
- Exemplary planning and time management skills
- Ability to multitask and prioritize daily workload
- Customer service skills.
- The candidate must be able to lift 20kg and be physically able to climb stairs.



Executive Assistant to the Board- Duties and Responsibilities

Communication

- Maintaining and responding to CCT's emails and phone communications professionally and on time.
- Working with and acting as a liaison between production teams, board members, CCT members and patrons, renters, grant funding organizations, contractors, government offices, sponsors/donors, volunteers, and the public.
- Timely distribution of correspondence to the executive members of the board and other board members.
- Writing and posting relevant social media content while monitoring CCT's social channels and taking action as needed
- Working with show producers to post social content for productions.
- Website management and maintenance, including content updates, e-commerce fees, event tickets, and troubleshooting.
- Planning and formatting, with show producers, the programs for CCT's theatre productions.
- Coordinating the "Acting Out" newsletter.
- Monthly report to the board of directors of activities, updates & keeping the board informed.

Grant Writing

- Find grant funding opportunities that fit within the society's mandate and support any major projects (capital or theatrical) the board may pursue.
- Pulling together all relevant details and supporting documents and submitting them on time on behalf of the organization with approval from the project lead or board executive.
- Helping and coordinating ongoing grant applications.

Administrative Services

- Plan, organize, direct, schedule and evaluate daily operations.
- Supervise contract custodial staff.
- Meet with potential renters and provide rental agreements, evacuation/safety orientation, protocols, and building access (keys and compliance with occupation periods).
- Create, distribute, and ensure all rental invoices and security deposits are compliant.
- Maintain relationships with long-term renters.
- Track CCT membership: new members, renewals, and payment collection.

- Coordinating and scheduling the use of the Studio/Stage Door building between CCT production requirements and renters, considering the best possible outcome for all users.
- Scheduling front-of-house and concession volunteers for CCT productions
- Maintain a database of CCT volunteers
- Revenue and expenses data entry on websites and online bookkeeping software.
- Tracking and collecting data and documentation in print and digital filing systems.
- Monitoring of digital and building security.
- Keeping track of deadlines.

Management of Operational Expenses & Reimbursements

- Arranging for payment of royalties and licenses required for CCT productions, special event (liquor sales) permits, concession products, annual operating fees (postal, website apps, Microsoft accounts, Entandem/SOCAN, and other subscriptions) and raffle licensing.
- Purchasing janitorial and building supplies
- Responsible for office petty cash and required floats.

Other Duties as Required

- Janitorial and custodial support.
- Equipment maintenance.
- Building safety.



"theatre for the community, by the community"

We are a registered Canadian charity.