



Cranbrook Community Theatre Society (CCT) seeks an Executive Assistant/Office Manager (EAOM). The EAOM reports directly to the CCT's board of directors and helps the organization meet its strategic goals and fulfil its dual mandate of providing theatre by the community for the community while stewarding the historical Studio/Stage Door building. The EAOM is responsible for the society's day-to-day business, which includes building rental and maintenance, website and social media management, and supporting theatrical production teams.

This is a two-year contract position. The remuneration is \$26.25 per hour, with an average of 120 monthly hours. However, this is subject to change during the busy theatre season. The annual salary is \$37,800.

See the full job description on [Indeed.ca](https://www.indeed.ca)

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.

Please submit a cover letter and resume to [jenniferh.inglis@gmail.com](mailto:jenniferh.inglis@gmail.com) by Friday, March 21st.



*"theatre for the community, by the community"*

We are a registered Canadian charity.

