

Administrative Assistant - PT

DEADLINE: **April 11**

Kay Meek Arts Centre is a performing arts venue in the heart of West Vancouver. Every year KMAC presents a season of more than 50 concerts, plays, dance performances, films, speakers and other special events in the 500-seat Grosvenor Theatre and the intimate McEwen Studio Theatre. When not being used for its own presentations, the Kay Meek Arts Centre facilities are available for rental to arts and community groups, including West Vancouver School District (SD45). The combination of hosted, rental and SD45 shows means the facility presents more than 300 performances every year.

The values of the Kay Meek Arts Centre are *Learning, Leading, Welcoming and Engaging*. We value diverse perspectives, experiences and cultures and are committed to inclusivity in our workplace.

WEBSITE: <https://kaymeek.com/>

Administrative Assistant

The Kay Meek Arts Centre is seeking a detail-oriented, pro-active and collaborative part-time administrative assistant with a passion for the arts to support our organization through a diverse range of activities.

The administrative assistant will work closely with the Executive Director, providing support to the Kay Meek team across all areas of the organization, including daily tasks and longer-term projects.

The ideal candidate for this position is someone with excellent organizational and writing skills, superior knowledge and experience with the use of digital tools, excellent interpersonal skills, with an interest in gaining experience in arts administration.

Responsibilities:

- Managing internal communications with staff and the Board of Directors
- Managing external communications with key contacts such as community partners, arts organizations, donors and sponsors
- Coordinating and facilitating internal and external meetings by preparing meeting agendas and summaries
- Supporting the production of documents such as presentations and reports
- Supporting other staff members as required
- Other duties are required

Qualifications:

- Excellent writing and communication skills
- Strong organizational skills with the ability to manage diverse projects
- Detail-oriented and proactive



**KAY
MEEK
ARTS CENTRE**

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Administration: 604.981.1170

KAYMEEK.COM

- Excellent interpersonal skills for a diverse range of contacts
- Collaborative; a team player
- Superior digital skills: experience with MS Office (including excel) and Google Workspace, and the ability to learn new digital tools and systems related to arts administration
- Experience working in an administrative role preferred
- Post-secondary education in communications, arts administration, or a related field preferred

HOW TO APPLY:

Please submit a brief cover letter and CV by email only to: Melissa@kaymeek.com

* Please note the position title in the subject line.

REMUNERATION:

\$21-\$23 per hour, depending upon experience. This is a part-time position ranging from approximately 16-24 hours/week.