



Halifax Theatre for Young People seeks candidates for a part-time **Administrator** position

Halifax Theatre for Young People seeks a part-time Administrator to work with our Artistic Director on a variety of tasks related to office management, financial coordination, and producing theatrical productions. This is an opportunity to join a thriving local youth-focused not-for-profit arts organization. This will be a part-time contract position reviewed on a yearly basis.

HTYP is an equal opportunity employer and encourages applications from candidates of diverse backgrounds. We recognize that valuable experience can be gained outside of formal training and education programs, and also value the richness that a diversity of experiences can bring to our organization. The position will be flexible and will allow for accommodations to best support the successful candidate. HTYP recognizes that individuals from IBPOC communities have had historical and ongoing barriers to employment in the arts, and will prioritize candidates from these communities and work to ensure they are supported.

Responsibilities

The successful candidate's responsibilities will fall primarily into four categories: Administration, Promotions and Communications, Finance, and Fundraising.

In collaboration with the Artistic Director, the successful candidate will be responsible for:

working independently on:

- Managing digital storage and filing systems
- Monitoring the main administrative email account and respond to inquiries
- Tending to payroll, CRA remittances and filing
- Maintaining and updating website and social media pages
- Representing the company at public events as needed

assisting the Artistic Director and Board with:

- End of year financial reporting
- Press releases and media relations
- Seeking out and writing grants
- Applying for sponsorships and foundation funding
- Individual donor campaigns
- Fundraising events

- Producing home shows, tours, and events (including program ad and sponsorship asks, box office duties, ancillary events, communications with schools, volunteer coordination, media relations, and other tasks as necessary)
- Grant writing, reporting, and tracking

...and other duties according to the needs of the company and the interests of the successful candidate.

Qualifications

Though not requirements, qualities that will be considered an asset include:

- Being self-motivated and a strong team player
- Being highly organized and attentive to detail
- Being articulate, outgoing, and comfortable representing Halifax Theatre for Young People in a variety of contexts
- Being a strong written communicator
- Having experience in outreach and promotion
- Having good time management skills and the ability to multitask
- Having broad computer skills including: familiarity with programs such as the Google Suite (Google Docs, Sheets, Forms, etc), Wordpress, and Mailchimp
- Having skills and experience in managing website and social media platforms
- Experience in promotion and communications, financial knowledge, and fundraising will be considered assets

The position will be 10 hours per week at a rate of \$18-\$20/hour for a one year contract with a three month probationary period. This is a flexible position which will take place mainly virtually, and the weekly schedule will be arranged to suit the employee's preferences. The employee will be asked to work overtime during occasional busy periods and will have the opportunity to take time off in lieu. The position will start the week of August 23, 2021 to allow for some overlap with the Interim Administrator for training purposes.

APPLICATION DEADLINE: July 31, 2021

To apply, send a cover letter and resume to htypinfo@gmail.com with the subject line "Administrator application". If you would prefer to apply over video call, phone, or in person, please just let us know how we can best accommodate you. If you have any questions about the position, please do not hesitate to get in touch either via email or through phone by calling our Interim Administrator, Colleen MacIsaac, at 902 406 6262.