



The Arts Council of New Westminister

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New Westminister, BC, V3M 6W6
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www.artscouncilnewwest.org

ADMINISTRATIVE ASSISTANT

The Arts Council of New Westminister (ACNW) is a non-profit organization dedicated to the visual, literary and performing arts. Its aim is to bring the community together through the Arts. The **ACNW** operates The Gallery at Queen's Park, featuring visual art exhibitions by local, emerging, and established artists, as well as serving as a hub for creatives in New Westminister by hosting a variety of talks, workshops and special events.

This position is located at The Gallery at Queen's Park and involves a wide range of administrative and office support activities alongside the Executive Director to facilitate the efficient operation of the organization.

Responsibilities include (but are not limited to):

1. Membership relations and data management.
2. Events communications and marketing.
3. Revision and updating documents.
4. General reception/admissions and program coordination
5. Receiving and processing incoming mail
6. Maintaining office supplies

Work Schedule: a minimum commitment of one 4-hour shift per week,
Tuesday - Friday 10:00 AM to 1:00 PM

Knowledge and Experience

- An interest in and/or knowledge of Arts Administration
- Completion of one year of post-secondary education
- Computer literacy, experience with Microsoft, Google and data entry programs
- Attention to detail and ability to work independently

Key Competencies

- Communication skills; fluent in English, both written and verbal
- Planning and organizing; attention to detail and accuracy
- Information gathering and information monitoring
- Flexible / Adaptable
- High degree of self-motivation and creative problem solving

Volunteer Benefits

- Valuable contribution to the community of New Westminister
- Reference letter after 50 hours
- Invitation to yearly volunteer appreciation event
- Annual volunteer certificate and gift
- Much appreciation by the staff of The Arts Council of New Westminister

Submit your application at <http://artscouncilnewwest.org/> and fill out the online form, or email info@artscouncilnewwest.org
For more information, please call the Gallery at 604-525-3244.