

THE GRAND

The GRAND is hiring a temporary part-time ADMINISTRATIVE ASSISTANT

Why work at The GRAND?

We are a non-profit presenting arts organization, seeking an **ADMINISTRATIVE ASSISTANT** to join our team of strategists, creative thinkers, artists and collaborators. Our team consists of players who love what they do and love to help others realise their goals. As we are preparing our facility for safe reopening, rebuilding our place in the community and our relationship with artists, there is ample opportunity to make a positive contribution to The GRAND's future. By striving to create a work culture that allows each team member to be at their best, we believe we can create a team that can accomplish any big goal and have fun doing it!

Who are we?

The GRAND is Western Canada's oldest theatre and has contributed to Calgary's theatre and live performance communities in a myriad of ways for over 100 years. Today we are a non-profit organization committed to being the home of creative placemaking in Calgary. Our mission is to be a Culture House presenting high quality and thought provoking art, creating diverse and inclusive experiences, and bringing together artists and audiences to invoke a new way of thinking, appreciating and being, which transforms the community.

We are dedicated to presenting art from all disciplines and a variety of perspectives, supporting local artists in presenting and mastering their craft, and creating memorable experiences for our audiences.

The GRAND is currently hiring in a number of important roles, bringing together a team of talented and committed people who are passionate about the arts and who value collaboration, team work, innovation, respect and integrity.

[Learn more about The GRAND at our website.](#)

Your expertise:

1. **PLANNING AND ORGANIZING:** Solid organizational and planning skills.
2. **COOPERATION & COLLABORATION:** Strong collaborator and team player, but also capable of receiving and actioning directions from leadership.
3. **CROSS-CULTURAL SENSITIVITY:** Demonstrates an understanding for cultural differences and respect for other cultures.
4. **EFFECTIVE INTERACTIVE COMMUNICATION:** Ability to transmit and receive information clearly and communicate effectively to others both orally and written
5. **FOCUS ON QUALITY AND DETAILS:** ensuring that tasks are completed with a focus on accuracy and quality.

6. INITIATIVE: willing and able to appropriately respond to challenges or opportunities, problem solve and seek input as necessary.

7. ORGANIZATIONAL AWARENESS: A reputable ambassador for The GRAND.

What you'll be doing:

- Carrying out administrative duties such as answering phone calls, responding to emails, and preparing documents, including office correspondence, memos, resumes, and presentations;
- Coordinating and managing appointments, meetings, and the shared calendars in order to prevent duplicate bookings;
- Planning and facilitating internal team events such as monthly staff meetings and team building opportunities;
- Maintaining office supply inventory by checking stock to determine inventory levels, anticipating needed supplies, placing and expediting orders for supplies;
- Organizing and maintaining the shared Drive and physical filing system;
- And preparing documents and reports, taking minutes and setting meeting agendas.

Your educational background:

This position is supported through the Canada Summer Jobs Program. All applicants must be between the ages of 15 and 30, and must be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment.

- High school diploma is required with post secondary experience preferred;
- Knowledgeable and able to work confidently in Google Workspace, including Gmail, Google Calendar, Google Sheets and Google Drive;
- A passion for the arts is a must.

Position Type:

Reporting into the Executive Director this is an entry-level, part-time position working 30 hours per week for 8 weeks with a possibility of extension.

Salary: \$20 hourly

Benefits:

- Social and team building events
- Hybrid in-office and remote work possible
- Internal growth opportunities
- Personal and professional development opportunities
- We will support you in creating the life you desire through your work!

Where you'll be working:

The GRAND is situated on the land where the Bow River meets the Elbow River. The traditional Blackfoot name of this place is Mohkinstsis, which is also referred to as the City of Calgary. We honour and acknowledge Mohkinstsis and the traditional Treaty 7 territory and oral practices of the Blackfoot confederacy: Siksika, Kainai, Piikani, as well as the Iyârhe Nakoda and Tsuut'ina nations who also call this place home. We also acknowledge that this territory is home to the Métis Nation of Alberta, Region 3 within the historical Northwest Métis homeland.

This position will include hours worked in-office and at-home. In office work will take place in The GRAND building located at 608 1 St SW in Calgary, Alberta.

Ready to join our team?

If you'd like to be part of a non-profit organization that is committed to being Calgary's Contemporary Culture House and fostering an environment where everyone feels welcome and respected, The GRAND is the place for you!

To apply, submit your detailed cover letter and resume in confidence to jobs@thegrandyyc.ca. Please include in the subject line: [Administrative Assistant](#).

The posting will remain open until the position is filled. Applications will be reviewed upon receipt.

We appreciate your interest in working with us, but only those applicants selected for interviews will be contacted.

We are an equal opportunity employer:

The GRAND is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, race, ethnicity, indigeneity, gender, gender-identification, or sexual orientation. We encourage and welcome applicants of Indigenous heritage, applicants who identify as racialized, marginalized or disabled, people of colour or diverse cultural backgrounds. We endeavour to provide a culturally safe and supportive environment and have an existing work-place harassment policy with zero tolerance for harassment in all working environments.

The GRAND is committed to providing reasonable accommodations for persons with disabilities in all parts of the hiring process. The GRAND invites candidates who may require assistance during the application and/or hiring process, to let us know and we will work with them to meet their needs.