

Who We Are

Adult Recreational Choir Society of Calgary (ARC) was formed in 2002 to provide creative and challenging opportunities for adults to enrich their lives through musical expression and performance. Growing to three choirs under the ARC umbrella over two decades, all programs are non-auditioned and feature challenging, eclectic and variegated repertoire. Singing is our passion and a diverse membership participates in ARC programs, including those that come from different backgrounds, ages and stages, adding variety and creating a stimulating and supportive community environment for all. ARC show choir performances are characterized by professional staging, colourful costumes, and choreography complementing the music. The organization prides itself not only on our high-performance value, but on our strong community and connected culture.

Overview

ARC is seeking an experienced Administrative Assistant for a part time contractor role. Reporting to and working closely with the Executive Director, the Administrative Assistant will support the administrative and communications requirements of all programs, ensuring that planning and communication occur in a timely manner and that program needs are met. This position will also manage ARC electronic communications, including the newsletter, member communication and issue resolution, website content and work with the Marketing and Communications team who oversees the Social Media presence and website back end (registrations, pages, etc.), various committees and others.

Principal Duties & Responsibilities:

- Coordinates communications to the membership, alumni and friends, and to the community at large through multiple communication channels including overseeing ARC's YouTube presence and supports with developing content for social media sites and the website
- Develops and implements an effective communication plan, troubleshooting, supporting members with registration and effective communications throughout the registration process.
- Assists members with account concerns and issues (reset passwords, website member section support, etc.)
- Updating and maintaining content in the Members Area of the website (Member resources, documents & system calendar, etc.)
- Responds effectively to external inquiries received through the contact forms and general emails
- Supports the Executive Director and others with grant writing and information gathering for applications
- Support the graphic designer for program development, ensuring accurate and up to date information
- Development of administration calendar in collaboration with Executive Director

- Sourcing and creating visuals/graphics for e-blasts & social media while maintaining the ARC brand and feel.
- Continually liaises with the Executive Director, Artistic Director, Marketing and Website Teams, various committees, and Choir Coordinators to glean and disseminate information to ARC membership.
- Update the Executive Director with progress, make suggestions for improvements as appropriate
- Attends and supports the planning of ARC performances, the Annual General Meeting and other meetings and activities of the membership. Various tasks are required of the Admin Team during performances, so attendance is critical to ensuring event success.
- Fosters a culture of cooperation, involvement, and informed participation across all ARC programs through member engagement in the activities of the organization.
- Adhoc requests as required

Education/Experience Preferred:

- A passion for ARC and its programs is critical, the ideal candidate will have a solid understanding of ARC and how it functions.
- Strong communicator (verbal, and written)
- Organized with excellent time management skills
- Self-Starter who can take initiative and works well independently, thriving in a flexible work from home situation
- Friendly and approachable with stellar interpersonal skills
- Previous experience with communications and administrative functions (preferred 2-3 years' experience)
- Excellent computer skills; comfort and familiarity with online tools including website management, social media, and electronic communications software
- Experience with troubleshooting and solving technical issues and other issues associated with regular rhythms of the job profile
- Available to respond to emergency matters or issues that impact membership in a timely manner
- Available to work some evenings and weekends
- Available to support set up and take down for special events and shows.
- Has own technology and resources to work remotely (computer, printer, internet access, office set up, etc.)

Physical Demands:

- Must be able to lift up to 50 lbs.

Work Location and Commitment Required:

- Applicants must be able to work independently. Hours required will vary depending on the time of year and your work process, but an average of 25-40 hours/month are to be expected.
- Salary is competitive and will be based on experience.
- Rehearsal locations are typically held at the First Church of the Nazarene in SW Calgary with workshops and other events and activities being held at other locations in the City of Calgary.
- Must be able to attend some Saturday workshops, our weekend retreat in April, our Spotlight evening in March, Christmas and Year End Show and tech week, and various Tuesday evening rehearsals throughout the year.

Contact Information:

Include: Please include a cover letter and resume outlining your interest and related experiences and qualifications.

Submit to: Leslie Forward, Executive Director

Address: info@archoirs.org

Deadline: September 5, 2025

We thank all applicants for their interest. Only those candidates selected for an interview will be contacted.