Join a Dynamic Team of Arts Professionals

ARTS ADMINISTRATOR

Full-Time – In Office – Calgary, AB

Salary Range: $35,000 to $40,000 to start
Projected Start Date – Late October, early November

The Alexandra Writers Centre Society is seeking a highly organized, and detail-oriented **Arts Administrator** to manage daily administrative tasks and ensure smooth operations within the office. The ideal candidate will be responsible for overseeing office procedures, customer and staff, managing records, data entry, and providing administrative support to the team. The ideal candidate will also have a passion for the arts, and more specifically the literary arts.

Key Responsibilities:

- Oversee general office operations and maintain office efficiency.
- Greet and assist visitors, clients, and staff in a professional manner.
- Answer and direct phone calls, emails, and correspondence.
- Schedule meetings, appointments, and manage calendars for management.
- Maintain office supplies inventory and place orders as needed.
- Organize and maintain physical and digital filing systems.
- Assist in the preparation of regularly scheduled reports, contracts, program information.
- Ensure the office environment is clean, safe, and well-organized.

Key Attributes of the Successful Candidate

- Proven experience as an Office Administrator, Office Assistant, or similar role.
- Proficiency in MS Office (Word, Excel, Outlook, PowerPoint) and other software like Canva, Dropbox, Google Drive, Zoom, Quickbooks, Weebly.
- Excellent organizational and multitasking abilities.
- Strong communication and interpersonal skills.
- Attention to detail and problem-solving skills.
- Ability to work independently and as part of a team.
- A passion for the literary arts and understanding of the AWCS community as well as the broader communities in Calgary, Alberta and Canada.

Benefits

- Starting salary $35,000 to $40,000 depending on experience
- Part of a passionate team of writers and creatives dedicated to elevating new, emerging, and professional writers and promoting the literary arts across the province and nationally.
- Employee health benefits after 3 months, plus mental health and sick days.
- Professional development opportunities
- Flexible work schedule
- Staff discounts on programs and events.

The Alexandra Writers' Centre Society is committed to reflecting the diversity of our community. We believe in equality and inclusion and strongly encourage submissions from all qualified individuals regardless of gender, age, race, sexual orientation, and physical ability. If you require accommodations during the recruitment process, please let us know in the application.

Due to the competitive nature of this role and anticipated volume of applications, only those selected for an interview will be contacted.

Please send your cover letter and resume/CV to the attention of Executive Director, Robin van Eck (she/her) rvaneck@alexandrawriters.org

Applications will be accepted until October 17, 2025 or until the right candidate is found.