



## FULL-TIME ADMINISTRATOR

Sarasvati Productions is an independent theatre company with a vision to transform society through theatre. The Administrator for Sarasvati Productions will be the main office presence, handling the day to day business and administration for the company. As a small organization, each staff is an important member of the team and assists with multiple tasks. It is a team-oriented approach, however, the Administrator's main responsibilities will include:

- replying to general requests for information
- creating and maintaining databases, including mailing lists and donor lists
- assisting in developing promotional materials and keeping social media platforms active
- coordinating e-mail and mail campaigns
- supporting projects by coordinating administrative aspects and tracking information
- overseeing follow-up with community groups, potential partners and other arts organizations
- overseeing volunteer coordination and recruitment
- assisting with simple book-keeping tasks, supporting budgeting and accounting practices
- assisting in updating/maintaining information on the website
- assisting the Artistic Director in outreach and networking
- supporting the Artistic Director with fundraising
- general management of the office and related duties as part of the Sarasvati team.

The ideal candidate will bring the following expertise and abilities:

- excellent organizational skills with a methodical and thorough approach to work
- good at juggling tasks and prioritizing
- initiative and desire for professional growth
- outstanding communication and interpersonal skills
- ability to work in a team environment
- strong computer skills with extensive experience working in MS Office
- basic book-keeping abilities (familiarity with Quickbooks)
- database familiarity (MS Office and mail merge programs)
- administrative or office management experience is a must
- as well as a passion for the arts and social change.

We are looking for a candidate with experience as an arts administrator who has a desire to continue a career in this field, who is willing to make a long-term commitment, eager to dedicate themselves to professional development and grow in the position.

This is a permanent full-time position and is based out of the Sarasvati Productions' office at 242 Cathedral Avenue.

For more information on the company please visit our website – [www.sarasvati.ca](http://www.sarasvati.ca). To apply please forward your resume and cover letter **by e-mail only** to [info@sarasvati.ca](mailto:info@sarasvati.ca).

Deadline for application is **November 10<sup>th</sup>** or when the position is filled.

We thank all applicants for their interest; however only those shortlisted will be contacted.

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