

## **JOB POSTING: Administrative Assistant**

Application deadline: June 15, 2016

Start Date: July 13, 2016

If invited, candidates must be available to interview between June 22-29.

Musagetes is a Guelph-based arts organization that strives to make the arts more central and meaningful in peoples' lives, their communities, and societies. Musagetes has core programs in Guelph/Kitchener-Waterloo/Cambridge, in Lecce, Italy, and in Rijeka, Croatia. Our latest program is ArtsEverywhere, an online platform ([artseverywhere.ca](http://artseverywhere.ca)) that is undergirded by a number of projects around the world.

Musagetes is committed to two core principles:

- that the arts must be a central component of individual and collective experiences of the world; and
- the arts must be a vital part of all social and political processes (governance, justice, activism, economics, education...).

ArtsEverywhere is an online platform concerned with the role the arts play in addressing the faultlines of modern society and the deep and perplexing problems that beset contemporary life. The roundtables, essays, book reviews, policy papers, stories, podcasts, videos, and other content at [ArtsEverywhere.ca](http://ArtsEverywhere.ca) consider art in relation to public space, economic dignity, community-building, urbanism, and rural dynamics. And the platform considers art in relation to complex forms of oppression, celebrations of difference, and the possibilities that are present in a deep engagement with complexity. Several lines of inquiry that emerge frequently within ArtsEverywhere include improvisation, decolonization, reconciliation & Indigenous knowledge, queerness, feminism, ecological literacy, pedagogy & artistic inquiry, artist safety & freedom of expression, imaginative thinking, and economic dignity.

Musagetes seeks a highly motivated, detail-oriented, collaborative critical thinker with some knowledge of the arts and a belief in its transformative qualities.

## Tasks and Responsibilities

The Administrative Assistant will divide her/his time equally between administering the ArtsEverywhere website, and all other administrative tasks in support of Musagetes' office, projects, and communications.

The Administrative Assistant reports to the Executive Director, but will also work closely with the Program Coordinator, Finance Manager, and editorial team of ArtsEverywhere.

The Administrative Assistant's role primarily consists of the following:

### Administration of ArtsEverywhere

- coordinate with managing editors;
- upload new posts online;
- edit past posts to conform to templates (format, copy edits, links, tagging, captioning);
- edit bios for consistency, length, format;
- copy-edit new content, format images, collect bios, etc.;
- develop social media approach for ArtsEverywhere;
- maintain social media targets;
- moderate comments;
- prepare long-form essays for downloadable PDFs; and
- prepare weekly and monthly digests.

### Communications

- maintain Musagetes' website ([musagetes.ca](http://musagetes.ca)) including uploading new content, updating past content, cross-linking with [ArtsEverywhere.ca](http://ArtsEverywhere.ca), etc.; and
- design and implement Musagetes' social media strategy.

### Project Support, such as

- collect artist/participant bios, photos;
- event planning, set up, take-down;
- liaise with and support PS Guelph;
- help to host visiting artists, including Eastern Comma residencies; and
- assist Guelph Lecture coordinator with Spur Guelph Festival.

### Office Administration (supervised by Finance Manager), including

- coordinate tech support to setup, update, and maintain telephones, server, laptops, back-up systems, printers, scanners, internet, webhosting, etc.;
- take notes at meetings, revise, and circulate;
- purchase office supplies/equipment, maintain equipment roster;
- manage Musagetes' book library;

- prepare bank transfers and expense claims;
- assist with bookkeeping as requested; and
- maintain staff calendar.

#### Archives, Databases, and Files

- organize and maintain server, archive and filing system;
- update and manage communications listservs and contact databases;
- archive all physical and electronic material from all of Musagetes' projects; and
- ensure privacy law compliance.

#### General Support

- provide assistance, as needed, to the Executive Director (travel, research, communication, board relations);
- coordinate staff and board meetings (scheduling, agendas, notes, reports);
- book travel for personnel, board, advisors, artists, etc.;
- coordinate hospitality for visitors to Musagetes' office and at events;
- build and maintain relationships locally to build Musagetes' circle of project participants; and
- support the volunteer and internship programs as needed.

## **Core Competencies:**

Musagetes' personnel are passionate about what we are trying to accomplish and why our work matters in the world. All personnel are ambassadors for Musagetes and advocates for the arts. This is expressed through our commitment to working as a team, sometimes small and sometimes extended, to build our programs into responsive, rigorous, and valuable contributions. Musagetes' personnel are avid readers and participants in our communities.

To be successful in this position, the candidate must:

- be a detail-oriented and focused team player;
- be a fast learner with software and online tools;
- have excellent organizational skills;
- be a fastidious copy-editor, familiar with English spelling and grammar;
- have experience with organizational social media presence;
- be interested in the arts, broadly defined;
- have a valid driver's license; and
- be able to obtain a passport (even though international travel will be quite limited).

Candidates selected for interview will be asked to complete a writing and copy-editing test.

Valuable but not critical experience:

- experience with FileMaker Pro, WordPress, InDesign, Photoshop, SmartSheet, Slack, BaseCamp, Producteev, Google Analytics (or equivalents); and
- advanced experience with social media.

Salary: \$30-35,000 per annum (commensurate with prior experience) + benefits

## **How to Apply:**

Applications must be submitted by email and should include a current resumé and letter of interest. Please attach documents as PDFs, **not** as Word documents.

All communications will be treated confidentially.

Musagetes is an equal opportunity employer. We invite individuals who reflect the diversity of our programs to apply.

References will only be requested from candidates who are invited to interview.

Moving expenses will not be covered by Musagetes for this position.

Please submit all inquiries and applications to...

Shawn Van Sluys, Executive Director

shawn.vansluys@musagetes.ca