Administrative Coordinator – Job Description – October 1, 2021

If you are an individual looking for an opportunity in Manitoba’s arts and creative industries, we are hiring! The next few years promise to be full of challenges and opportunities in the arts world. We are seeking a motivated person to join our team and play a key role.

The job of the Creative Manitoba *Administrative Coordinator* is to manage operational and administration functions for Creative Manitoba and the 245 McDermot shared space. Areas of responsibility include: first point of contact with members and clients, class and board room rentals, management of office supply inventories, general facility maintenance, updating website content and assisting with First Friday, Fringe Festival and other events. Much of this position is self-directed and may include some evening and weekend work.

Creative Manitoba is committed to building a diverse staff and strongly encourages applications from equity-seeking individuals.

For a full job description please visit our website (insert link)

This is a 12 month full-time contract (30 hours per week). Compensation commensurate with experience and based at $15 to $17 per hour. An Extended Health and Dental Benefit Plan is available.

This position is based in the Creative Manitoba office and does require interaction with other staff, facility renters and the general public. Voluntary Declaration of COVID-19 vaccination status or proof of medical exemption from taking COVID-19 vaccination in line with the Manitoba Public Health Guidelines is required for employment. If there is no proof of COVID-19 vaccination, a daily COVID-19 rapid antigen-negative test will be required for office access.

Please submit a resume with 3 references and a cover letter to the Executive Director, Creative Manitoba via email – [admin@creativemanitoba.ca](mailto:admin@creativemanitoba.ca) by no later than 5 PM Friday October 22, 2020.

We thank all those who apply but will only contact those candidates selected for interview.