



Centre des arts visuels Visual Arts Centre

Administrative Clerk

The Visual Arts Centre is looking to hire an **Administrative Clerk** for a temporary position from August 26 to December 12, 2024, with the possibility of a permanent position following this date. Would you like to work in a thriving cultural centre? Contact us now! Apply to info@visualartscentre.ca by August 5, 2024, with your CV and cover letter.

About the Visual Arts Centre:

With our School of Art – Canada’s largest bilingual independent art school – and our McClure Gallery – an exciting exhibition venue – the VAC offers you a thriving community of artists, teachers, and students. We’ve been part of Montreal’s artistic fabric since 1946!

Position Summary: The Administrative Clerk provides administrative and customer service support to the registration office of the Visual Arts Centre.

Qualifications:

- Bilingualism is required (English and French, spoken and written)
- 1-2 years of related experience in a customer service or clerical role.
- D.E.P. in secretarial studies or equivalent
- Adaptability
- Strong communication skills
- Customer service orientation
- Interest in art, culture and community engagement
- Initiative
- Ability to work independently.
- Reliability

Conditions of Work:

- Full-time position
- Number of hours: 36 per week
- Working hours: Monday to Thursday 9:30 am-7 pm (includes an unpaid 30-minute break) with occasional flexibility for registration periods, covering vacations etc.
- Salary: \$21-23 /hour

Tasks:

- Reception-related tasks:
 - Front desk reception, including greeting people in the office and answering questions
 - Answers the phone and takes necessary messages
 - Managing the info@visualartscentre.ca email account
 - Processing registration requests including payments, refunds, credit notes
 - Client support
- Support for teachers
 - Model scheduling
 - Model payment
 - Sharing and processing of material list and course or student list
 - Emailing class lists and preparing teacher's paper copies of class lists for their clipboard
 - Keeping teachers up to date via their course lists with new registrations or cancellations
 - Emailing students changes in schedule
- Supports departmental staff, including but not limited to
 - Creation of course evaluation forms each semester, with departmental supervision
 - Distribution of course evaluations each semester
- Support for school and camp
 - Supporting staff in an administrative capacity, as needed
 - Supporting in a classroom set up, as needed
 - Preparing health forms in paper copy for each group, each week of the camp for the camp coordinator.
 - Preparing sign-out sheets for all groups for all weeks of the camp for the camp coordinator.
- Supports the Centre's team in its mandate, which occasionally includes flexibility and adaptability
- Stays up to date with the Centre's activities to answer client questions
- Keep the *Registrar Handbook* updated

Why choose the Visual Arts Centre?

- The Visual Arts Centre is an engaged community of members, run by a small and dynamic team.
- We are located in Victoria Village, a vibrant and easily accessible neighbourhood.
- The VAC offers an inclusive and supportive working environment.
- We offer staff flexible working hours and vacations, paid training, and the opportunity to take free courses at the Centre.
- The VAC has a history of promoting staff internally and offers mentorship.
- We believe in collective decision-making, and clear and deliberate communication (work email and person-to-person discussion rather than messaging applications)
- We value experimentation and thoughtful discussion over urgency and reactive decision-making.

- We are constantly working to create a better Arts Centre for all involved.

Employment Equity:

The Visual Arts Centre is aligned with the principles of Employment Equity. Employment Equity aims to correct systemic barriers to employment and promote the accommodation of designated groups in the workforce. Employment Equity encourages the establishment of working conditions that are free of barriers, corrects the conditions of disadvantage in employment and promotes the principle that Employment Equity requires special measures and the accommodation of differences for the four designated groups in Canada. The four designated groups include women, aboriginal peoples, persons with disabilities and members of visible minorities, with the addition of a fifth group, members of the LGBTQ2+ community. For more information on Employment Equity, please consult Employment and Social Development Canada (<https://www.canada.ca/en/employment-social-development/programs/employment-equity.html>), or contact us by email at info@visualartscentre.ca. We encourage applicants who consider themselves members of an aforementioned designated group to self-identify in their application.