



Centre des arts visuels Visual Arts Centre

The Visual Arts Centre is looking to hire an **Administrative Director**. Would you like to work in a thriving cultural centre? Contact us now! Apply to emploi@visualartscentre.ca by November 10, 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 Director 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)
- 5+ 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

Conditions of Work:

- Full-time position
- Number of hours: 35 per week
- Working hours: Monday to Friday 9:30 am- 5 pm (includes an unpaid 30-minute break) with occasional flexibility for registration periods, covering vacations etc.
- Salary range: \$45 000 to \$50 000, according to experience

Tasks:

- Reception-related tasks:
 - Front desk reception, including greeting people in the office and answering questions, taking registrations
 - Answers the phone and takes necessary messages
 - Managing an email account
 - Processing registration requests including payments, refunds, credit notes
 - Client support

- o Supervise administrative team
- o Support with registration follow-up and cancel courses as needed
- o Generate registration statistics for each session
- Website management
 - o Add courses to the website
 - o Manage course summary reports
 - o Creation of teacher contracts
 - o Manage student and team databases
 - o Manage course registration software
 - o Generate registration statistics for each session
- Building management
 - o Finding and hiring subcontractors
 - o Respecting maintenance schedules
 - o Purchasing materials
 - o Hiring and scheduling janitors
 - o Keep building manual up to date
 - o Responsible for alarm system
- Art school and day camp support
 - o Support staff in administrative functions, as required
 - o Help with studio set-up, if required
 - o Help with the technical set-up of studios, if required
 - o Prepare hard copies of camper information sheets for each group, each week of camp, for the camp coordinator.
 - o Prepare hard copies of camper departures and arrivals for all groups, each week of camp, for the camp coordinator.
 - o Create and manage virtual courses with Google Classroom software.
 - o Support the Centre's team in its mandate, which sometimes requires flexibility and adaptability.
- Keep abreast of Centre activities to answer customer questions.

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](#) 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.