



OFFICE ADMINISTRATOR

JOB POSTING

ORGANISATION DESCRIPTION

Ottawa Chamberfest aspires to change lives through music by presenting chamber music in an annual summer festival, a concert series, and community engagement and arts education activities. Under the artistic leadership of violinist Carissa Klopoushak, Ottawa Chamberfest is committed to artistic excellence, innovation in programming, community engagement, and inclusion.

The overall artistic strategy is built around a diverse multi-stream approach that embraces music from the 1400s to today, interdisciplinary works, and collaborations. It focuses on driving the art of the small ensemble forward, and serving the widest possible community.

Ottawa Chamberfest has been presenting a music festival in the heart of the National Capital for almost 30 years. Every summer, Ottawa's Carleton Dominion-Chalmers Centre, museums, galleries, theatres and heritage sites play host to indoor and outdoor performances by artists from around the world for two weeks.

As the festival has grown, so has the demand for chamber music. In response to this demand, a concert series throughout the fall, winter, and spring was created in 2000. It has enabled the organisation to engage with a wider community of artists and audience members, and provided another outlet to share music of the highest quality.

The organisation has also invested heavily in community engagement and education events that bring music to schools, care facilities, and the streets. It includes important community-building initiatives and investment in mentorship opportunities for up-and-coming artists.

THE OPPORTUNITY

Summary:

The Office Administrator is an integral member of the Chamberfest team. Essentially, this position is the hub through which all day-to-day financial and administrative functions are managed. The Office Administrator reports to the Executive Director, and has strong interactions with all Chamberfest departments with a particular focus on Artistic (artist payments), Box Office, and the contracted Bookkeeper and Controller.

Responsibilities:

Administration

- Coordinate and assist with general office management;
- Provide administrative support to management;
- Oversee office supplies and equipment;

- Manage and track organisational memberships;
- Track confidential information including staff passwords;
- Train OCMS staff as required on admin and finance procedures;
- Organisational reporting including SOCAN/Entandem and Canadian Federation of Musicians;
- Manage mail distribution for office as well as external mail management and forwarding contracts and services;
- Manage and complete new employee orientation and forms, network/email set up, and government forms for payroll;
- Manage employee benefits including health insurance and RRSP;
- Collect timesheets/invoices from all employees/contractors and prepare payroll bi-monthly (in cooperation with Controller and third-party payroll service provider);
- Assist with job searches as required including postings and collecting resumes;
- Provide Board or committee support as required including supporting Secretary with document management and supporting meeting or travel arrangements;
- Other responsibilities and tasks as required and assigned.

Finance

- Manage organisational bookkeeping, prepare supporting documents for Bookkeeper for posting, and where necessary, enter and track accounts payable, receivable, and GL allocations, and prepare payroll support materials for use by the Controller and third-party payroll service provider;
- Coordinate with signing authorities to collect written approvals and signatures on various documents;
- Monitor and evaluate all financial and related administrative affairs;
- Prepare government forms, reports, remittances, and audit documents;
- Work with Box Office in the preparation of box office sales reports for entry into OCMS accounting system;
- Manage and monitor banking arrangements, payments, deposits, fund transfers, and signing authority;
- Manage leases, insurance contracts and various payments;
- Manage credit cards (including reconciliation, payment, and supporting documents) and employee expense claims;
- Contribute to the preparation of funding proposals, project specific budgets, and reports for granting agents including tracking financial information for grant reporting and audit (including in-kind);
- Assist with the financial/payroll aspects of hiring and supervising administrative and contract staff;
- Assist Controller with HST/CRA reporting and documentation as required;
- Assist with the setup, management, and reconciliation of merchandise sales for events;
- With the Director of Artistic Planning, manage the proper execution of all artist contracts and facilitate all artist payments;
- Timely submission of periodic applications for tax relief, etc., as required;
- Assist with the creation and distribution of tax receipts as required;
- Other responsibilities and tasks as required and assigned.

CANDIDATE PROFILE

Candidate is:

- Highly organised and has a keen attention to detail;
- An adaptable planner;
- A creative problem-solver, able to think on their feet, who embraces change;
- Sensitive to socially inclusive, diverse, equitable, and accessible language elements.

Skills

- Demonstrable experience managing human and financial resources;
- Strong project management and organisational skills;
- Impeccable attention to detail;
- Proficient with financial management software (SAGE), detail tracking, spreadsheets, and comfortable learning new event-specific software (Artifax, Patron Manager);
- Experience working in/ability to integrate into an Office 365 environment.

Personal attributes

- Results-oriented planner;
- Team player with a sense of humour;
- Ability to learn quickly and adapt to changing environments;
- Strong analytical thinking skills;
- Effective problem-solver;
- High degree of openness and transparency;
- Strong communication skills (writing, oral);
- Previous professional experience in the arts sector and/or lived-knowledge of classical music is a strong asset;

TERMS OF EMPLOYMENT

This is a full-time position with a salary in the range of \$42,500 to \$47,500 commensurate with experience, three weeks of vacation, employer contribution to an RRSP, and access to group benefits.

The position requires occasional evening and weekend work.

The current Office Administrator will be retiring in August 2023, and ideally, the successful candidate will start in June or July 2023 in advance of the summer festival (July 20-August 3, 2023). At time of posting, Ottawa Chamberfest staff work in a hybrid environment (office, home, and on-site concerts), though through the festival, it is expected that staff will, primarily, be in the office or on-site.

Flexible work conditions may be considered outside of the festival season with the option of pro-rated 4-days/week schedule option.

HOW TO APPLY

Please apply by email with a cover letter and a resume to hr@chamberfest.com. Applications will be reviewed beginning **Tuesday, April 11, 2023** though the position will remain open until a suitable candidate is found.

Qualified candidates from all backgrounds are welcomed and encouraged to apply. We invite candidates who may require assistance during the application/hiring process to let us know and we will work with them to meet their needs.

Ottawa Chamberfest thanks all applicants for their interest. Only those advancing in the process will be contacted.

ADDITIONAL INFO

Ottawa Chamberfest works to build a world where the rights, dignity, and worth of every human being is respected and celebrated within our organisation and our community. We strive to create a climate that is respectful, safe, and inclusive – where all feel welcome and valued, and where all are supported to make their contribution. We welcome and encourage applications from candidates of all heritage, cultures, ethnicities, gender identities, sexual orientations, and abilities, and others who may contribute to the further diversification of ideas.

Founded in 1994, Ottawa Chamberfest is registered with the Canada Revenue Agency as the Ottawa Chamber Music Society.

Ottawa Chamberfest's activities take place on the unceded territory of the Anishinaabe-Algonquin people who are the traditional caretakers of this region which is also home to many nations from across Turtle Island. As a team, we recognise that we have a great deal to learn and have a responsibility to increase our knowledge and understanding of history and the associated realities of the Indigenous people of this land.