

Job Posting: Administrative Assistant

Chimera Theatre is seeking an Administrative Assistant to join our team. As an Administrative Assistant, you will be responsible for a wide range of duties, including writing grants, advertising, and general office support. You will be working under our current Administrator with tasks as delegated.

Responsibilities:

- Assist with writing and submitting grant proposals
- Create and implement advertising campaigns
- Provide general office support, including responding to emails, attending meetings, and managing office supplies
- Maintain accurate records and files
- Support senior staff with various projects and tasks

Requirements:

- Excellent written and verbal communication skills
- Proficiency in Google Suite: Drive, Docs, Sheets, etc.
- Strong organizational and time management skills
- Ability to multitask and work independently
- Experience in grant writing preferred
- Passion for theatre and the arts

Nice to Haves:

- Budgeting and accounting experience
- Editing skills
- Social media acumen

This is a full-time (expect 30-40 hours per week) position contingent on Chimera Theatre receiving the Canada Summer Job Grant. As such, the successful applicant will meet the following requirements:

- be between 15 and 30 years of age at the beginning of the employment period^{Footnote1}
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

If you are a motivated individual with a passion for theatre and making a difference in your community, please apply today by emailing your resume to info@chimeratheatre.com !