



THE IMPROV CENTRE IS HIRING!
ARTS ADMINISTRATOR (full-time, short-term contract, CSJP)

The Vancouver Improv Centre Society (The Improv Centre) is one of Vancouver's leading and best-known improv theatre companies. The Improv Centre (TIC) was originally established as a British Columbia registered Society under the name The Vancouver Theatresports League in 1981. It was founded to promote, develop, maintain, and present improvisational theatre productions and presentations to local and visiting audiences in Vancouver. The Improv Centre office and 186-seat theatre are located on Granville Island.

We value integrity; diversity and inclusivity; artistic excellence; safety; commitment to continuous development and evolution; collaboration, partnerships, engagement, and outreach; acknowledgement and action; fun and play!

OVERVIEW: The Improv Centre is seeking an ARTS ADMINISTRATOR to join our administrative team. The successful candidate will sharpen existing creative communications skills, become skilled with ticketing software, assist with theatre operations, and support cohesion across the organization. They will work with the Marketing, Box Office, and Management Team. In addition to working in the admin office, they'll also get to attend shows and other fun events!

This is a great summer work opportunity through the Canada Summer Jobs Program! This position is for a youth, 15-30 years old, who is a Canadian Citizen and is able to work between 30-40 hours per week for 10-16 weeks with a combination of office, and theatre attendance. The position pays \$20 per hour plus 4% vacation less statutory deductions. Come get awesome experience in a fun and supportive environment while contributing your skills to our growing team!

QUALIFICATIONS (include but are not limited to):

- Excellent verbal and written communications skills
- Interest and experience in creating digital content
- Great attention to detail
- Great customer service skills
- Familiarity with WordPress an asset
- Copyediting an asset
- Experience in an office environment an asset
- Fulfill the Canada Summer Jobs eligibility

RESPONSIBILITIES:

- **Client service:**
 - Receive and respond to patron inquiries (via email and phone), both general and box office inquiries
 - Help manage sales initiatives such as sending out purchased gifts certificates, etc.

- **Teamwork:**
 - Participate in weekly all-staff meetings to discuss and support group priorities, department initiatives, and individual projects
 - Support multiple departments (marketing, artistic, and box office) with any tasks that may arise

- **Communication:**
 - Hone written skills to support marketing team by preparing copy for products aimed at different audiences
 - Develop and exercise both written and verbal communication skills for team and patrons through phone calls, emails, and in person communication

- **Digital skills:**
 - Learn and develop an in-depth knowledge of the ticketing software Theatre Manager
 - Help analyze ticketing data and complete reports
 - Help maintain database integrity
 - Learn to produce digital content using TIC branding products and designs (i.e. Canva, etc)

- **Leadership:**
 - Understand the core values of The Improv Centre, and how they are demonstrated in our work (i.e. Integrity, Diversity and Inclusivity, Safety, and Community Focus)
 - Knowledge of the not-for-profit performing arts is an asset

HOURS: This is a full-time position that will start by April 24, 2023 and end on September 2, 2023.

REMUNERATION: \$20 per hour plus vacation pay less statutory withholdings

LOCATION: The Improv Centre administrative office and occasionally in the theatre. Our theatre and administration office are located on Granville Island.



PROCESS & TIMELINE: To apply, please email your cover letter, CV and two references to hire@theimprovcentre.ca with “**ARTS ADMINISTRATOR**” in the subject line by **9:00am, Wednesday, April 5, 2023**. This is a rolling application process; submissions will be evaluated as they are received with an ideal start date of **Monday, April 24th, 2023**.

The Improv Centre is committed to building a skilled, diverse workforce reflective of Canadian society. We hope to receive applications from candidates with a broad range of backgrounds including, but not limited to race, ethnicity, indigeneity, ability, gender, gender identification and sexual orientation. We are interested in increasing diversity within our staff. A plurality of lived experiences and perspectives is important to us.

We thank all candidates for applying; however, we only have the capacity to contact those selected for an interview.

Thank you!