

Office Coordinator Internship

Start Date: June 1, 2019

End Date: May 31st, 2020 with a possibility of renewal

Region: Toronto, downtown

Term: Full Time, Contract

Application Deadline: May 15, 2019, 5pm

Organization Description

Dance Umbrella of Ontario (DUO) is a not-for-profit provider of management services to Ontario's dance enterprises. DUO was founded in 1988 by the Arts Councils to support dance enterprises with their administrative and business activities. In addition to providing a suite of tailored and flexible services, DUO strengthens the dance sector by undertaking new strategic and progressive initiatives.

DUO supports dance artists and enterprises in the creation, production and dissemination of their art. Our typical clientele includes: independent artists, small and mid-scale organizations based in Ontario. DUO supports dance artists by providing the best and most appropriate administrative and infrastructure allowing them to grow as they focus more fully on their art. We do not guide the artistic product of clients. DUO is committed to diversity in all of its activities and the enterprises it serves. We envision DUO to be the place where new growth in the sector is fostered. Dance Umbrella of Ontario is the employer for this contract.

Job Description

The selected candidate must have a proactive approach to their work and enjoy customer service relations. The candidate must enjoy working in an atmosphere of collaboration and plays a key role in tenant management and relations. The Office Manager will be responsible for Managing the office including but not limited to all general administration duties, tenant and client requests, coordinating meetings (Google Calendar), and contracting for Hot Desk clients.

OFFICE MANAGER RESPONSIBILITIES:

- Administration & Reception for clients, service providers and tenants
- Responds to a broad range of inquiries from dance professionals via email, telephone and in person; screening and directing inquiries as necessary.
- Processes incoming and outgoing mail.
- Working with the Senior Bookkeeper complete all monthly reconciliation
- Ordering office supplies, and managing office inventory
- Provides administrative support including word processing, data entry, photocopying, executing courier orders and follow up as necessary.
- Keeps company computer files and folders up to date and organized.
- Maintains and updates Board information from Board Meetings
- Acts as primary contact for all DUO Common Room rentals (Hot Desks, Board Room) maintains appropriate records for contracts and invoicing.
- Ensures the smooth operation of office equipment such as printers, photocopier, telephone system by monitoring usage and overseeing maintenance.

- Administers the office maintenance contracts (cleaners, security systems, etc.) and manages inventory and ordering of office supplies.
- As required, maintains office calendars and updates staff on significant bookings.
- Maintains the computer back-up systems as determined by operating policies.
- Manages and updates the website blog. Familiarity with Wordpress an asset.
- Other administrative duties, as assigned by Executive Director.

Other:

The successful candidate must have an understanding of the customer service relationship and maintain a positive and helpful attitude. Work is during regular office hours Monday to Friday though some overtime is required to attend board meetings. Overtime is paid in lieu time. DUO may choose to extend this contract with further remuneration provided, for the right candidate.

How To Apply:

Please apply with a cover letter and resume as an attachment by email to duo@danceumbrella.net with “Office Coordinator Intern” in the subject line. All interested candidates must be registered at Miziwe Biik Aboriginal Employment & Training to be eligible for this position.

Deadline for applications is May 15, 2019 at 5pm. No late or incomplete applications will be considered.

We thank all applicants for their interest in the position however, only those applicants selected for an interview will be contacted.

Dance Umbrella of Ontario of Ontario gratefully acknowledges the support of funding partners Miziwe Biik Aboriginal Employment & Training and Service Canada for their support of this position.

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