

# Saskatchewan FESTIVAL of Words

## Administrative Assistant

The Saskatchewan Festival of Words is seeking an Administrative Assistant with a passion for literature and the arts. The successful candidate will be one that is interested in working with the public, a creative thinker, and an active participant in a team based, collaborative work environment.

**Start Date:** October 4<sup>th</sup>, 2022 (one year contract with the possibility of turning into permanent position)

**Salary:** \$35,000/year

**Hours:** Work week is generally Monday to Friday 9am to 4pm (35 hours/week) but, depending on program needs, work will be required some evenings and weekends.

### **Duties include, but are not limited to:**

Office administration (answering phones, responding to inquiries, taking messages, writing emails, filing, etc.)

Administrative support for the Operations Manager and Managing Artistic Director

Maintaining organizational social media accounts (Facebook, Twitter, Instagram, Youtube) and WIX website

Completing artist contracts and partnership agreements

Booking venues, hotels, flights, etc.

Assisting with promotions and marketing

Preparing agendas and taking meeting minutes

Maintaining accuracy of internal databases and information

Grant writing support

Filing government reports and forms

Serving as point of contact for year-round community outreach programs

Research and program development

Banking, deposits, bill payments, and issuing invoices

Other duties as assigned.

306-691-0557 or  
1-888-287-0557

217 Main Street North  
Moose Jaw, SK S6H 0W1

[festivalofwords.com](http://festivalofwords.com)



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## Skills & Qualifications:

Highly proficient with Microsoft Office and Google Suite

Experience/familiarity with programs such as WIX, Canva, and social media platforms

Excellent organizational skills

Customer Service and problem solving

**Please send applications along with cover letter by Sunday September 11<sup>th</sup> to:**

Sarah Simison

Managing Artistic Director

[sarah@festivalofwords.com](mailto:sarah@festivalofwords.com)

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