

## CONTEMPORARY CALGARY

***Contemporary Calgary's mission is to provide Calgary and its visitors with a significant visual arts destination dedicated to modern and contemporary art. Contemporary Calgary shares a passion for art that is relevant, meaningful and challenging. We believe in the power of art to transform the places and the lives we live.***

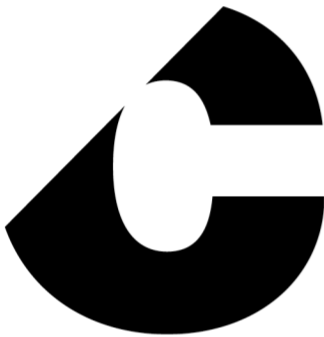
In June 2018, Contemporary Calgary entered a lease agreement with the City of Calgary to transform the historic Centennial Planetarium into a significant destination for modern and contemporary art. It will become a venue for exhibitions, distinguished speaker series and educational programs and will also function as a broader cultural hub. The Centennial Planetarium will be a place that is welcoming, accessible and inclusive to all.

Contemporary Calgary is non-collecting.

### EXECUTIVE ASSISTANT

Contemporary Calgary is accepting applications for the role of Executive Assistant. Reporting directly to the Chief Executive Officer, the Executive Assistant's responsibilities include:

- Promptly receive and screen incoming telephone calls to the CEO, providing a friendly and professional greeting, taking messages as appropriate, and eliciting necessary information to allow timely and accurate responses (responding where appropriate).
- Remain aware of and update the CEO's schedule and ensure all documents and details are prepared in anticipation of meetings.
- Promptly screen and distribute incoming email and correspondence, responding where appropriate.
- Taking and distributing minutes for all Leadership Team meetings (and meetings of other internal groups), as well as tabulating their agenda.
- Provide accurate word-processing support by composing and/or editing a variety of documents. This includes many highly confidential correspondence, memoranda, contracts and proposals.
- Assist with organizing meetings and/or special events including Board and committee meetings, etc. (including catering arrangements, materials, etc.)
- Responsible for Board and Committee meeting schedules, minutes, coordination and communications.
- Communicate with the offices of political and corporate leaders to arrange meetings.
- Preparing all presentation materials for the CEO (e.g. background information binders and folders).
- Develop and maintain a well-organized filing system that permits easy reference and rapid retrieval of information.
- Responsible for preparing monthly expense reports for the CEO.
- Responsible for supporting some office administration tasks, including work with accounting systems and processes.
- Special organizational and research projects as directed.



**CONTEMPORARY CALGARY  
ARTS SOCIETY**

**C //** 900, 105 12 AVENUE SE  
CALGARY, AB T2G 1A1  
**T //** 403.770.1350

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- Arrange travel, hotel, and car reservations and prepare itinerary for the CEO.
- Responsible for continuously expanding and updating professional knowledge and honing training skills in order to enhance individual and team innovation and productivity.
- Perform additional administrative functions as directed.

#### QUALIFICATIONS

- Degree or diploma, or completion of grade twelve supplemented by a diploma or certificate in Business or Office Administration.
- Two to three years' experience in a senior administrative role, preferably in the arts or non-profit sector.
- Proficiency in Microsoft Word, Excel, PowerPoint and Macintosh Operating System considered essential.
- Experience working with accounting software including QuickBooks considered an asset.

#### REPORTING RELATIONSHIP

The Executive Assistant reports to the Chief Executive Officer.

#### APPLICATION AND RECRUITMENT PROCESS

This position has a 35-hour work-week, with occasional evening and weekend work required. A competitive compensation package, including extended health benefits, is offered.

To apply candidates should submit a letter of interest and CV in a PDF document in confidence to [careers@contemporarycalgary.com](mailto:careers@contemporarycalgary.com). Please reference "Executive Assistant" in the subject line.

**Posting will remain open until a suitable candidate is found.**

**Expected Start Date:** December 2018  
**Term:** Full-Time

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*We are proud to be an equal opportunity employer that celebrates diversity and inclusiveness. We thank all applicants for their interest. Only those selected for an interview will be contacted.*

