



ORGANIZATION OF SASKATCHEWAN ARTS COUNCILS

Administrative Assistant Organization of Saskatchewan Arts Councils (OSAC)

The Organization:

The Organization of Saskatchewan Arts Council (OSAC) is a Provincial Cultural organization that facilitates touring of the Performing and Visual and Media arts through volunteer Arts Councils and School Centre members throughout the province. For over 40 years OSAC has been a leader in presenting the best in artistic opportunities for the people of Saskatchewan.

The Position:

The Administrative Assistant is responsible for working with OSAC's arts council and school centre membership that present Performing Arts and Visual and Media arts programming in their communities. The ability to set priorities, meet timelines consistently, and to work independently is essential. The Administrative Assistant reports to the Executive Director while offering support to others within the office. The Administrative Assistant should have a thorough knowledge of Access, Excel and Microsoft Word systems, experience in general office protocols along with the ability and willingness to learn. The position will also be responsible for managing and updating various social media platforms, and with the direction of the Operations Coordinator updating the OSAC website. The varied duties will also include the opportunity to design, update and write various communication pieces within the organization. The position will also offer support during our Annual Showcase event and will have defined responsibilities during that weekend.

The position will be 28 hours per week. The successful applicant will be eligible for vacation and a comprehensive benefit program at the successful conclusion of a probationary period.

As a member-based, non-profit organization, OSAC values that its staff have skills in working with both professional staff and volunteer member organizations, and excellent communication skills to advocate for OSAC's members, programs and services. OSAC provides a competitive salary and benefit package; the position may require occasional overnight travel in Saskatchewan. Interested applicants should email their resume, salary expectations and a letter outlining how their experience relates to the qualifications and experiences required of the position by February 6, 2012 to [@osac.sk.ca](mailto:info@osac.sk.ca)



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