



The Winnipeg River Arts Council (WRAC) employs an Arts Administrator for 25-30 hours per month year-round to oversee the administration of all WRAC activities. Office hours as determined between administrator and board, at the Community Futures Building in Lac du Bonnet. The Arts Administrator reports to and is supervised by the Board of Directors of WRAC. The Arts Administrator will work with the Board Staff Liaison to determine priorities in any given week and month. Not all tasks are of equal priority at all times.

PRIMARY RESPONSIBILITIES

- 1. Administrative & Office Duties**
- 2. Marketing & Networking**
- 3. Program & Event Coordination**
- 4. Board and Committee Support**

1. ADMINISTRATIVE & OFFICE DUTIES:

- Manage WRAC email communication and respond in a timely manner. Email account is for WRAC business only. Pick up and drop off mail on workdays. Answer phone, check answering messages.
- Programs and apps used; Microsoft Word, Excel & Canva.
- Maintain and file all non-fiscal records of WRAC including minutes, correspondence, and other internal documents such as constitution, policies, contracts, bylaws, Policy and Procedures manual, waiver forms, and google docs (ex. artist instructor lists) on winnipegriverarts@gmail.com
- Research funding sources. Work with WRAC Board on grant applications for immediate and long-term funding.
- Maintain and update WRAC membership database.
- Support the administration of key fundraising efforts.
- Store copies of all files on the WRAC computer and on provided memory stick.
- If using petty cash, always have keep a receipt, itemized with what the money was used for. Advise the Treasurer when petty cash is low, or money needs to be deposited.
- Identify and evaluate risks to the organization (its people, property, finances, goodwill, and image) and implement measures to control risks as directed by the Board.

2. MARKETING AND NETWORKING

- Discuss marketing and promotion with the Marketing and Promotion Committee and prepare and distribute advertising on behalf of WRAC, its programs, and events, including on Facebook and Instagram and winnipegriverarts.com
- Solicit sponsorships and donations as directed by the Board. Identify potential sponsors. Communicate with donors and sponsors in a timely manner including thank you messages.

- Serve as liaison between WRAC and community partners, including Manitoba Arts Council, Creative Manitoba, local recreation departments, libraries, and area schools. Maintain a working relationship with Manitoba Arts Network and keep in touch with other arts councils in the province.

3. PROGRAM & EVENT COORDINATION (additional hours as required by events)

- Understand the requirements for each event.
- Plan event with attention to financial and time constraints. Apply for grants as needed.
- Book venues (rotating through different communities in area served by WRAC), and liaison with theatre company, performer, or artists.
- Research vendors (catering, decorators, musicians etc.) and choose the best combination of quality and cost.
- Organize volunteers as required.
- Manage all event operations (preparing venue, tickets, etc.)
- Do final checks at the day of the event (e.g., tables, technology) to ensure everything meets standards.
- Oversee event happenings and act quickly to resolve problems.
- Evaluate events success and submit reports as required.

4. BOARD AND COMMITTEE SUPPORT

- Prepare Board meeting agendas with the Chair and attend regular monthly board meetings. Remind board members prior to meetings via email. Serve as resource at the Board meetings. Advise Board of any anticipated budgetary problems.
- Maintain close communication with committee chairs and forward relevant information that comes to the office to appropriate committee chairs.
- Provide support to the committees and attend committee meetings when requested.
- Collect information for the monthly newsletter and create newsletter to be sent to all members.

Submit a cover letter & resume to wracboard@gmail.com

Closing date: April 30, 2023