

## **SAMPLE: Cultural Job Description Office Administrator**

From *Job Descriptions* by **Clark Reed and his associates at Netgain Partners Inc.** (Cultural Careers Council Ontario and Cultural Human Resources Council, 2003).

### **OFFICE ADMINISTRATOR**

#### **Financial/Administrative**

- ▶ Administers and records incoming invoices and outgoing payments. Deals with vendor inquiries and payment requests. Recommends payments based on cash flow and payment requirements. Administers payroll and ensures prompt and accurate reporting to all government agencies for all withholding and government taxes, source deductions and other items.
- ▶ Prepares bank deposits and physically makes the deposits.
- ▶ Maintains the financial reporting system and completes monthly reports as required by the General Manager.
- ▶ Oversees and manages the day to day operations of the computer system including the regular back up of data.
- ▶ Assists the General Manager in contracting of artists and facility rentals.

#### **Event Coordination**

- ▶ Provides support to ad hoc committees as may be struck for individual event planning and preparation.
- ▶ Coordinates events, receptions and parties including opening nights.

#### **Office Management**

- ▶ Ensures the safe and adequate operation of all office equipment including liaison with service departments.
- ▶ Accounts for all office supplies and maintaining stocks.
- ▶ Investigates and recommends new equipment systems for smoother running office (postal machine, photocopier, phone system etc.)
- ▶ Supervises office staff, administrative volunteers and co-op students.

#### **Production**

- ▶ Liaises with Theatre Box Office, Front of House Manager and Event Coordinator.
- ▶ Facilitates ticket bookings for sponsors, patrons, artists, groups and others as may be required.