

Job Posting: Office Manager, Chilliwack Cultural Centre.

Chilliwack, British Columbia

February 10th 2010

The Chilliwack Cultural Centre is seeking a Office Manager. This is an exciting, fast-paced, dynamic team position which will begin in March of 2010.

The Cultural Centre consists of a 510 seat proscenium arch theatre, a 150 seat black box theatre, an art gallery, multi-purpose/activity/banquet rooms, multi purpose lobby and concourse, four craft and art rooms, 21 music instruction rooms/studios, and office and backstage support facilities. The Centre will present a comprehensive performance series of local and touring productions.

The ideal candidate will have an extensive background in bookkeeping and office management. He/she should have at minimum of five years full time experience as a Bookkeeper/Accountant, ideally with a background in the Not-For-Profit Sector. Candidates should have excellent time management, organization and communication skills, and the tact and diplomacy required to deal in a positive and helpful manner with user groups and other staff.

Candidates must have a high level of computer skills and be comfortable directing a busy and creative office environment.

This is a full time, Monday to Friday 9 – 5 position.

Demonstrated operational knowledge of all accounting systems will be required. Ideal candidates should also have their WHMIS, Level One First Aid, Serving it Right, and Food Safe certifications.

This is a salaried position with an annual compensation of \$35,360.

Interested applicants should send a cover letter and resume to:

Michael Cade

Executive Director

Chilliwack Cultural Centre

9201 Corbould Street – Chilliwack, British Columbia – V2P 4A6

Application Deadline is February 19th 2010

We appreciate all interest but only those selected for an interview will be contacted.