

Job Description

OFFICE COORDINATOR

STATUS: Full-time / permanent

Annual salary range: \$32,000 – \$35,000

The Segal Centre for Performing Arts is a not-for-profit theatre company dedicated to nurturing, producing and presenting world-class English-language theatre, and to showcasing the best professional artists from Montreal and beyond. Founded in 1967, the Segal Centre has expanded to become a nationally recognized venue for the performing arts, in addition to enriching educational programming & Jewish cultural events. With core values of creation, innovation, diversity and collaboration, the Segal believes in the power of the arts to strengthen and connect communities and is committed to offering relevant, engaging, and accessible programming.

The role of the Office Coordinator is a vital one, as this individual is likely the first person visitors to the Centre will encounter. They are an integral part of the team ensuring that our operations run smoothly and are successful in supporting the Segal Centre's activities. The presence of an Office Coordinator will ensure that security protocols are respected, that patrons, artists and service providers are greeted appropriately and properly directed, that deliveries are sent and received and that conflicting requests for use of space at the Centre are flagged.

The ideal candidate has:

- Both English and French (written and spoken) skills
- Excellent interpersonal / communication skills
- Knowledge of the Jewish community (an asset)
- Computer proficiency, familiarity with the Office 365 suite, Google suite, etc.
- Strong organizational / multi-tasking skills
- Previous experience in a non-profit arts organization environment (an asset)
- Previous experience in customer service (an asset)
- A patient and professional manner, demonstrated reliability

Responsibilities include (but are not limited to):

I. Reception

- Be physically present at the designated reception area of the Centre to greet and direct visitors
- Track attendance of individuals in the building
- Manage the issuing and return of visitor access cards
- Answer the telephone when a caller requires personal assistance
- Receive, manage, and distribute incoming and outgoing mail and parcels
- Assist in the preparation of mass mailings
- Maintain order in the reception area and staff kitchen



II. Coordination

- Follow workflow procedures to ensure maximum efficiency
- Book calendar events for meetings, rental, internal and recurrent events
- Ensure adequate and appropriate information is provided in the calendar/events
- Coordinate event requirements with all departments involved (i.e. orders, equipment availability, cleaning services, etc.)

III. Security

- Monitor activity in the building through CCTV
- Report any suspicious persons or events to the central security department at Cummings Square
- Direct staff and visitors in the event of an evacuation or other emergency situation, as per established security protocol

IV. Other

- Assist in the organization of social events for staff
- Act as moderator for internal communications, providing IT support
- Provide assistance in the use of copy / fax / scanner as needed
- Prepare orders for office supplies
- Keep up to date with ongoing and current programs / events at the Centre to provide accurate information
- Support other departments with various administrative tasks

Working conditions:

Standard office hours, physical presence required at the Segal Centre. The Office Coordinator reports directly to the Facilities Manager.

Please send your CV and cover letter by email to Jessica Gal, jgal@segalcentre.org by **December 22nd, 2021**, with Office Coordinator in the subject line. No telephone inquiries, please. The selected candidate should be available to start in early January 2022.

The Segal Centre is committed to the values of inclusivity and diversity, welcoming candidates of all backgrounds, genders and abilities. Please note however that the Centre is not fully wheelchair accessible and a certain degree of mobility will be required.

We thank all applicants for their interest, but only candidates selected for an interview will be contacted. All applications are considered confidential.