



P.O. BOX 8563  
VICTORIA BC  
V8W 3S2  
250.386.7526  
[www.skam.ca](http://www.skam.ca)

---

## EMPLOYMENT OPPORTUNITY:

**School Administrator**      **Closes July 29, 2022**      \$16,500 to \$19,800 annually, P/T

Since 1995, Theatre SKAM has built a solid reputation as creators of innovative site-specific work and intimate elegant theatre. We play a pivotal role in the cultural life of our region and are recognized by peers across the country for our contribution to national networks and new work development.

Our main areas of creation are:

- 2 full professional productions per year hiring professional and emerging artists.
- A Pop-Up Theatre on the back of a pick-up truck
- A theatre school with 300+ casual registrations annually.
- SKAMPede, an annual outdoor performance festival, where the audience travels from show to show.

### **School Administrator**

The School Administrator is a vital member of the SKAM core team. They are tasked with maintaining and improving operations of the SKAM school, developing and implementing strategies to reach new and existing registrants, and assisting in the hiring of new contract teaching-artists.

### **Equity Statement:**

Theatre SKAM's workplace is composed of members from various communities with a variety of backgrounds. We are committed to an equitable and respectful work environment and encourage qualified candidates from any background to apply. Theatre SKAM has physically accessible teaching spaces.

### **How to Apply:**

Interested applicants are asked to **submit a resume and a cover letter** that speaks to the applicant's knowledge of and interest in working with Theatre SKAM. Work samples are encouraged: links to your work or pdfs that pertain to this job. (work similar to the role described, large projects you have organized, social media posts and stories, contracts or budgets you've drafted, other items related to the position.)

Applications should be sent in confidence via email to **Matthew Payne** (he/him) the **Artistic and Managing Producer** at [hiring@skam.ca](mailto:hiring@skam.ca)

**Job Description:**

The School Administrator manages the day to day operations of the school, and assists in the marketing of the school primarily through direct outreach.

The successful applicant will report primarily to the Artistic and Managing Producer, and work in collaboration with the General Manager, Accessibility & Outreach Coordinator and Marketing & Communications Coordinator.

It is possible that the School Administrator is also a teaching-artist at the school. This contract would be negotiated separately.

The **Primary Goals** of the School Administrator are to:

- Manage the registration of participants in school programs;
- Increase the regional profile of the school, and where possible the provincial and national profile of the school;
- Respond promptly to inquiries about the school;
- Generate in-house advertisements for the school activities;
- Connect the activities of the school to SKAM's other major programs (shows, festival, and pop-up theatre) through social media and planned activities (including booths and public presence)

**Responsibilities include:**

- Develop the school programs throughout the year, supported by the Artistic Managing Producer and General Manager, along with the outgoing School Administrator
- Create and maintain an ongoing work plan/timeline for all school activities of Theatre SKAM
- Set up registration systems for each class and smaller events such as workshops throughout the year
- Invoice home learner organizations and (occasionally) parents.
- Oversee quarterly registrations for classes and occasional registrations for workshops
- Assist the General Manager in the hiring process for new teaching-artists
- Appear at first day of classes to assist teaching-artists as needed
- Working with the Marketing Team, create new and engaging ads for Theatre SKAM School of Performing Arts
- Manage Partnerships for the School

- Manage School Budgets
- Coordinate with the Operations and Facility Manager to ensure the activities of the school fit with SKAM's other programs
- Play a key role in the growth of the school activities
- Working with the Marketing and Communications Coordinator, ensure the website and other public information stays up-to-date
- With support of the Accessibility and Outreach Coordinator, maintain accessibility measures in place online, in physical marketing materials, and in school communications
- Have strong knowledge of the company and its aesthetic, along with the ability to communicate with the Artistic and Managing Producer, General Manager, Marketing and Communications Coordinator, Operations and Facility Manager & Accessibility and Outreach Coordinator for all programs

#### **Skills and Qualifications:**

- Strong customer service skills are required
- Experience in a not-for-profit or school environment is preferred
- Some post-secondary education (or equivalent experience) in a related field
- Experience in office management or an administrative role is an asset
- Valid class 5 drivers license and access to a vehicle is preferred but not necessary
- Team management and/ or supervisory experience is an asset
- Excellent written and verbal communication skills
- Experience with invoicing (both accounts payable and accounts receivable) is an asset
- The ability to manage multiple projects at the same time and to be a self-starter are required
- Experience in Google Workspace, Microsoft Word and Excel, and registration databases are required or expected to be understood within two months of being hired
- Newsletter Programs (Mailchimp) and Graphic Design experience (Photoshop, Canva, etc.) are assets
- A successful candidate will have strong **writing and communication skills**

Theatre SKAM is committed to several accessibility measures and will only consider applicants who are also able and willing to maintain these features. Candidates who are new to accessibility features will be given the opportunity to learn how to successfully implement them.

#### **Remuneration & Terms:**

The starting wage for the position is \$22 per hour as an employee for 15 to 18 hours of work per week.

A computer and appropriate software subscriptions are available for the use of the employee.

The candidate must be legally able to work in Canada.

Work hours are flexible, with regularly scheduled staff meetings during the day.

At the start of each quarterly school term, 2 to 4 hours are needed on the Sunday prior to the start of the term.

Some work is done remotely, however, this position requires in-person work in Victoria and, ideally, a working knowledge of Victoria's arts and culture scene.

Please note that the school functions in quarters, and the work of the school ebbs and flows in response to this activity.

The office closes for two weeks in late December.

**Accessibility:**

Theatre SKAM's studios are wheelchair accessible, more information on the physical accessibility of our location can be found here <https://skam.ca/info-accessibility/>

If you have any questions on accessibility measures or accommodations, please contact Hannah Mariko Bell (she/her) at 250.386.7526 (please leave a message and she'll return your call) or email at [hannahb@skam.ca](mailto:hannahb@skam.ca)

**Applications will be reviewed as submitted and will be accepted until July 29, 2022 or until a suitable candidate is found. The expected start date is August 22, 2022.**

Although we are grateful to all applicants for their interest, only those selected for an interview will be contacted.