We are hiring a **Receptionist / Administrator**

Term contract: May 31 – December 31, 2021, with expected renewal date annually in December for January – December contracts. **Apply by May 21, 2021**

The Mann Art Gallery is seeking a creative, detail-oriented, and enthusiastic individual with administrative skills to manage the gift shop, track gallery finances for regular updates to the Bookkeeper, assist in the coordination of gallery programs and support public communications. This position reports to the Director/Curator and works closely with all staff members to assist in the management of administrative budgets and contribute to the gallery's professional, generous and enthusiastic relations with the public.

The successful candidate will have excellent organization skills, be attentive to the details of financial reporting and enjoy working as the welcoming face to the community.

**Responsibilities**

**Bookkeeping Support**
- Prepare Accounts Payable files and process cheques for signing and distribution.
- Record all revenues, including donations and grants.
- Maintain financial records and filing.
- Follow up with Accounts Payable invoices as needed. Prepare and follow up with Accounts Payable and Receivable invoices as needed.
- Prepare Income and Expense summaries for Bookkeeper.
- Liaise with Bookkeeper regarding Payroll and Remittances.
- Assist Bookkeeper with bank Reconciliations.
- Handle cash as needed.
- Assist in the preparation of audit documentation at year-end.

**Gift Shop and Front-end Responsibilities**
- Manage and curate the inventory of Gift Shop products.
- Cultivate relations with Gift Shop Artists and Craftspeople.
- Process payments from Gift Shop sales and issue receipts.
- Maintain an inventory of office supplies.
- Warmly greet and assist patrons of the Gallery; monitor the gallery, answer questions and provide information about exhibitions, events, and programs.
- Receive, direct, and relay telephone and email messages.
MannArtGallery

- Assist in the planning and preparation of events, fundraisers, and gallery programs, including preparing cash floats, ticket sales, invoicing and arranging for liquor licenses as needed.
- Maintain membership database and contact mailing lists. Gather Gallery statistics.
- Perform other related duties as assigned.

**Hours and Wage**

- $18.00/hour.
- Approximately 35 hours per week.
- Monday – Friday, 9:00 AM – 5:00 PM with a one-hour unpaid lunch break.
- Overtime as required. Some evening and weekend availability required for special receptions and programs.
- Banked hour system in place as per Human Resource Manual.
- Health Benefits plan in place after 3-month probation (copay)

**Qualifications**

- Diploma in business administration and certification in bookkeeping or financial management.
- Familiarity with Square payments and online selling systems will be considered an asset.
- Proficiency with Microsoft Suite (esp.: MS Word and Excel).
- Related experience, ideally in a not-for-profit organization.
- Familiarity with, and interest in art will be considered an asset.

**Apply by May 21, 2021**

Please submit your application **electronically**. Include: 1) resume, 2) cover letter and 3) three references (names, positions and/or relations to you, and phone numbers) to:

Marcus Miller, Director/Curator
Mann Art Gallery
[curator@mannartgallery.ca](mailto:curator@mannartgallery.ca)