



Job Purpose and Summary - Office Assistant (Part Time)

The Office Assistant works the front line and is the welcoming face to CircusWest participants. They are responsible for the day-by-day operation of CircusWest's registration, program management and financial systems and is the first contact for those requiring information, assistance, or support in regard to CircusWest programs.

Under the direction of the Office Manager and CEO, the Office Assistant provides administrative support and coordination for program needs, interacts with parents, participants, staff, volunteers and the public at large, and carries out front line communications and client relations on behalf of CircusWest.

Duties and Responsibilities

- Provides general reception and clerical services for both programming and production needs
- Maintains class registration / attendance and emergency binders
- Processes registrations, payments and ticket sales for show, and performances
- Prepares and makes bank deposits
- Performs data entry and verification to program registration and financial programs
- Posts and schedules volunteer tasks and assignments
- Updates calendars and schedules
- Supports event planning, events and shows as directed
- Conducts inventory and retail sales

Knowledge, Skills and Abilities

- Strong interpersonal, written and spoken communication skills
- Excellent computer skills, word processing and data entry, including familiarity with small business accounting and resource management software
- Exceptional attention to detail
- Ability to work independently within a team environment
- Ability to organize, multitask, prioritize issues and plans and perform in a multi-dimensional, constantly shifting workspace
- Interest in supporting artistic events and communities

