



An operation of the CoastArts Association
Charitable Number# 139921563 RR0001

PHONE: 902.582.3842 EMAIL: mail@artscentre.ca

FACSIMILE: 902.582.7943 WEB: www.artscentre.ca

Box 190 / Canning / Nova Scotia / Canada / B0P 1H0

Executive Director: Ms. Chris O'Neill

Honorary Chair: Alex Colville, O.C.

Honorary Patron: Her Honour Mayann Francis,
Lieutenant Governor of Nova Scotia

Join our Team! Financial and Resource Coordinator

Giving voice to Canadians through the arts, the Ross Creek Centre for the Arts is a multi disciplinary arts education and development centre based on 186 acres of farm and forest in Nova Scotia's Annapolis Valley. Our facilities and programs are designed to serve the artistic and cultural communities of Nova Scotia, of Canada, and of the world, with a focus on professional artist development, , youth education and Aboriginal arts programming.

Ross Creek is the place to be! With thousands of visitors, from 5 year olds discovering the world of art for the first time, to professional artists and audiences, it is a dynamic and exciting community. We take education and entertainment through the arts seriously, with a focus on creating a magical arts experience for all of our Ross Creek Community, from the small child coming for a day program to a professional actor living onsite for the summer to the audience member from overseas. You can be part of that, and help to create and maintain a sustainable arts centre for the wider community.

Job Description To provide bookkeeping services and human and needs resources management for the Ross Creek Centre for the Arts. In an exciting and fast-paced atmosphere, the Financial and Resource Coordinator will work closely with management to do data entry, bookkeeping, develop cash flows and work on monitoring budgets as well as providing financial services such as anticipating the need for program funds, floats, etc. They will have input into systems and prepare our files for year end review by our accounting firm as well as working with human resource mentors and stabilizing our reporting formats, our policies and implement new adopted policies. They will work with grant files, memberships and be able to learn from us but give us ideas and insights to make our systems more efficient and better for both the organisation, our partners and public. In the summer, they will work closely with the theatre box office manager and the camp director to ensure appropriate systems are in place and work with volunteers and staff throughout the year.

Skills required: The successful candidate will possess

- strong English written and verbal abilities
- professional telephone & public speaking manner
- organizational skills and the ability to multitask
- professional, positive and creative attitude
- proficient computer use (WORD, Excel, database and accounting programs – ideally Quick Books,)
- reliable transportation
- interest, experience in and/or passion for the arts
- love of the being with the public, children and artists
- A great sense of humour and love of the outdoors. Promote and maintain RCCA policies and procedures
- Be an ambassador at all times for Ross Creek and Two Planks and a Passion
- Clean Criminal Background & Child Abuse Registry checks

Position Details:

Work is onsite at the Ross Centre for the Arts, close to Canning, Nova Scotia. Work is full time, Monday through Friday, and in the summer, successful candidate will take one shift managing the box office. Work begins March 15 with current financial coordinator to ensure good and positive transition.

Salary:

Weekly salary to be negotiated. Program discounts for family members, etc , as benefits.

To Apply:

Fill out staff form and submit with cover letter, resume and letter of reference to the address listed on form.

Arts • Passion • Wonder



An operation of the CoastArts Association
Charitable Number# 139921563 RR0001

PHONE: 902.582.3842 EMAIL: mail@artscentre.ca

FACSIMILE: 902.582.7943 WEB: www.artscentre.ca

Box 190 / Canning / Nova Scotia / Canada / B0P 1H0

Executive Director: Ms. Chris O'Neill

Honorary Chair: Alex Colville, O.C.

Honorary Patron: Her Honour Mayann Francis,
Lieutenant Governor of Nova Scotia

Financial Officer Staff Form

1. Personal Information:

Name:		Phone		Cell	
Email					
Address:					
City:		Prov/State		Postal code:	

2. Position:

Paid Position:	<input type="checkbox"/> Financial	<input type="checkbox"/> Other _____
----------------	------------------------------------	--------------------------------------

3. Dates:

Are you able to work full time as well as occasional evenings and weekends in the peak time of summer? Yes No

Are there dates that you require to be off for long standing events? Yes No

If yes, please list:

4. Education:

Please list any applicable education, especially at the post-secondary level.

INSTITUTION	PROGRAM	YEARS ATTENDED

5. Training & Experience:

1. Have you attended worked with Quick Books? Yes No

2. Do you have previous experience working in a non-profit? Yes No



An operation of the CoastArts Association
Charitable Number# 139921563 RR0001

PHONE: 902.582.3842 EMAIL: mail@artscentre.ca
FACSIMILE: 902.582.7943 WEB: www.artscentre.ca
Box 190 / Canning / Nova Scotia / Canada / B0P 1H0
Executive Director: Ms. Chris O'Neill
Honorary Chair: Alex Colville, O.C.
Honorary Patron: Her Honour Mayann Francis,
Lieutenant Governor of Nova Scotia

3. Why would you like to work at Ross Creek? *(IF YOU REQUIRE ADDITIONAL SPACE PLEASE ATTACH ON A SEPARATE SHEET)*

What strong personal characteristics you would bring to the Ross Creek Centre for the Arts?

FOR YOUR APPLICATION TO BE CONSIDERED, YOU MUST INCLUDE:

- 1. Completed Application Form**
- 2. CV/Résumé**, highlighting financial background and why you want to be at Ross Creek
- 3. A Letter of Reference** from a previous employer or a community leader who can discuss your skills and why you would be good financial resource person.

Please mail, e-mail or fax your completed application to:

Executive Director

ROSS CREEK CENTRE FOR THE ARTS
BOX 190, CANNING, NOVA SCOTIA, B0P 1H0
chris@artscentre.ca
Fax: 1-902-582-7943 Phone: 1-902-582.3842

All applications must be in our office by February 15 to be considered.