

Immediate Internship Available at the Ross Creek Centre for the Arts

Job title

Financial and Resource Coordinator

Objectives

To develop new skills and implement new policies and procedures around financial arts management and human resources in the arts. These goals for the internship will ensure long term sustainability for a vital artistic organisation in the region and create an arts manager with significant skills.

BECAUSE OF FUNDING RESTRICTIONS APPLYING INTERNS MUST HAVE THE FOLLOWING PROFILE :

- be under 30 years of age, Canadian, unemployed or underemployed before the beginning of the internship, and cannot receive EI during the internship, and cannot have already participated under the program

Job Description

To learn and provide accounting 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. They will have input into developing new 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.

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 FileMaker Pro and 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.

You will learn more about :

Accounting
Financial Management
Human Resources
Internal Communications
Resources Management

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.

The Centre is dedicated to internships and creating positive learning environments with real-world experience of the highest level. It is a demanding and fulfilling opportunity that will give the intern a substantial portfolio of materials and skills.

To Apply: Contact Ms. Chris O'Neill with a letter of interest and resume at chris@artscentre.ca (word or PDF only please).

Website: www.artscentre.ca