

EMPLOYMENT OFFER  
**EXECUTIVE SECRETARY**



### **Company profile**

The Margie Gillis Dance Foundation, an artistic non-profit which supports the dialogue between artistic excellence, education and community, exists primarily to generate, support, distribute, and protect the creative works of Margie Gillis. Additionally, the Margie Gillis Dance Foundation supports, promotes and protects Margie Gillis' legacy and her role as an important influence on the Canadian and international dance landscape, and supports artistic collaborators and others who carry Margie Gillis' legacy in their own work.

### **Job description**

Reporting to the Executive and Artistic Director, the Executive Secretary is responsible for:

- Day-to-day office operations
- Handling information requests
- Filing and record keeping
- Scheduling appointments, coordinating meetings and managing the office calendar
- Preparing correspondence and agendas
- Preparing grant applications, budgets, reports, etc.
- Coordinating travel arrangements
- Providing administrative support to the Executive and Artistic Director
- Performing all other related duties in support of senior management and company projects

### **Requirements**

The Executive Secretary should possess:

- A minimum of 5 years of experience in a position with similar responsibilities
- Proven administrative and management skills
- Bilingualism in French and English (oral and written)
- Versatility and excellent prioritization skills
- Confident, articulate and professional writing skills in French and in English
- Proficient computer skills, specifically Mac and Microsoft Office Suite
- A passion for the performing arts

**Conditions:** Full-time, 5 days/week. Salary to be negotiated and commensurate with experience and qualifications

**Start date:** August 17<sup>th</sup>, 2015

To apply, please submit your cover letter and CV to [info@margiegillis.org](mailto:info@margiegillis.org) by July 24<sup>th</sup>, 2015. Only candidates under consideration will be contacted.