

ARTS CENTRE OFFICE CLERK

The City of Camrose is seeking an energetic and reliable individual for the casual position of Arts Centre Office Clerk.

FUNCTIONS:

- Assist with the management and implementation of bookings and registrations for classes and workshops.
- Provide exceptional customer service and assistance to patrons and general public using the facility.
- Receive payment and other related duties.
- Create documents, surveys, forms, posters, tri-folds, flyers etc. and distribute as necessary.
- Set up and take down of events.
- Set up and take down of birthday parties (and hosting as required).
- Other duties as required.

QUALIFICATIONS:

- High school diploma or GED equivalent.
- Basic computer skills including Microsoft Office.
- Excellent written, verbal, communication and interpersonal skills.
- Demonstrating an acceptable standard of personal behaviour in the work place.
- As pre-condition of employment, the successful candidate will be required to provide a satisfactory class 5 Driver's Abstract and Police Information Check.

HOURS OF WORK: The hours of work for this casual position will be on an as required basis and will include daytime, evening, weekend and statutory holiday shifts.

APPLICATIONS: The City of Camrose is an equal opportunity employer and encourages individuals interested in this position to submit a cover letter and resume to the address below by September 18, 2020.

We appreciate and consider all applications; however only those selected for interviews will be contacted.

CONTACT

City of Camrose
Attention: Manager of Recreation & Culture
Chuck MacLean Arts Centre: 4809 – 52 Street, Camrose, AB
P: 780.672.9949 | E: tpattullo@camrose.ca | W: www.camrose.ca