



URBAN INK PRODUCTIONS OFFICE MANAGER

We are hiring an organized, efficient, part time Office Manager!

Urban Ink Productions creates, produces and disseminates original live performance works by Indigenous and Intercultural artists. We are based in Vancouver, B.C. and our work can be seen on stages across the country.

This position will provide clerical and administrative support to the Managing Director. As we are a small office, the successful candidate will be flexible, adaptable, and extremely organized. This is a part time position, based on two days a week, with an hourly wage of \$17.00.

Responsibilities:

Manage bookkeeping preparation, including invoicing;
Database management;
Occasional support with Social Media;
Updating of the website as needed;
Ongoing administrative assistance;
Provide support to Fund Development initiatives and grant writing;
Manage occasional special projects;
And a myriad of other tasks as they arise.

This role requires you to work onsite at the Urban ink offices, 2 days per week. This position requires the ability to be self motivated, make independent decisions, and to work well with others. Great communications skills – both verbal and written – will be an asset, as will an understanding of and appreciation for the performing arts. A passion for the work we do is critical!

Please submit your resume (subject line: Office Manager) with a cover letter explaining why you would be a great fit to: programs@urbanink.ca

We will hire the right person as soon as we meet them, so apply soon!

Urban Ink is invested making artistic work that reflects Indigenous and Intercultural diversity; We are committed to attracting and retaining diverse teams who reflect the communities in which we live and work.

U