

## Junction Arts and Music Society (JAM) Administrator Coordinator

Have you ever been involved with a volunteer board of directors or in a volunteer organization? If not, Good! Now is a great time to start! If yes, Great! JAM could really use your help!

### What is Junction Arts and Music Society?

Junction Arts and Music Society (JAM) is a volunteer run society that aims to promote arts and music in the community of Haines Junction and has been doing so for over 20 years. Monthly community programming generally runs from September to May and includes art, theatre and music performances as well as workshops that promote community and youth involvement.

### JAM Administrator position

JAM is currently seeking a part-time paid Administrative Coordinator who can help take the boards' ideas and decisions and turn them into reality. This person must be well organized, self-motivated, enthusiastic and is interested in arts and music as well as community development. This position can be done from anyplace with a good WiFi connection. Our ideal candidate possesses the following **qualifications**:

- Strong written and oral communication skills
- Excellent organizational and time management skills
- Ability to work independently and as part of a team
- Innovative and passionate about the arts
- Familiar with Microsoft Office Suite, primarily Word, Excel and PowerPoint
- Ability to develop a budget for funding applications
- Prior volunteer society administrative experience would be a great asset though is not completely necessary as long as the person is willing and able to recognize and acquire new skills.

Reporting to the JAM board, this person is responsible for coordinating public arts and music programming and for administering obligations of the Society. **General tasks include:**

- Planning, coordinating, promoting and evaluating arts and music programming including workshops, events and performances within the approved budget
- Preparing reports on programming activities
- Exploring, maintaining and developing programming partnerships
- Preparing and submitting funding proposals and fulfilling all obligations of funding agreements
- Managing social media presence, mainly Facebook
- Managing daily operations, maintenance and promotion of JAM
- Communicating with a broad range of organizations and individuals involved with arts programming

### Main responsibilities

On a weekly basis the administrator is responsible for keeping track of and responding to requests through phone, Facebook and email, and communicating only relevant details to the board.

On a monthly basis the administrator is responsible for coordinating events which includes contacting and booking venues, accommodation, catering, acquiring event licences, advertising, sending out reminders and connecting parties who need to communicate directly. JAM Event Coordinators will run the event day-of activities such as acquiring volunteers to help with setting up the venue and preparing for an audience, running a bar with snacks, taking entry at the door, or whatever is necessary for each particular event. All of the lead up to the event is the responsibility of the Administrative Coordinator. The Administrative Coordinator also keeps detailed and organized records of each event including audience size, response and feedback and artist feedback.

The board of JAM meets once per month to discuss programming (upcoming and past), financial status, ideas, partnerships etc. The Administrative Coordinator is responsible for preparing a monthly update in advance of this meeting on upcoming events, reports on previous events including responses and important deadlines.

On an annual basis the Administrative Coordinator is responsible for preparing and delivering, with the boards approval, funding and grant applications and reports. This requires keeping track of data from each event in a database and drawing the required information when necessary, as well as having a strong understanding of the events that the board is planning to deliver and being able to communicate well in writing. It is helpful if the Administrative Coordinator takes charge and begins preparing for funding applications early and to communicate to the board efficiently when application related decisions are required.

### Working with a volunteer board and organization

Volunteers' time, attention span and ability to commit vary and are in general fairly limited so it is essential to provide clear and precise but frequent communication. Efficiency is the key. The administrator is responsible for making many small decisions (and report them) but should know when important tasks, such as art programming and financial decisions require the attention and direction of the board.

Another important function of the administrator is to keep schedules and deadlines in mind and remind those involved until you receive positive feedback. This requires skills in positive motivation, which help keep our volunteers happy and eager to keep on supporting JAM!