



JOB OPPORTUNITY
EXECUTIVE ASSISTANT
(Term, Less than Full Time)

SK Arts is seeking a results-oriented individual to fill a Term, Less-Than-Full-Time Executive Assistant position with SK Arts. As a member of our talented team, this individual will work collaboratively with the agency's Management Team, Executive and other staff members as required.

The successful applicant will undertake duties that support the management team as well as various agency activities including the organization of the arts celebration project in 2024.

This position is based in the SK Arts' Regina office – 1355 Broad Street

Employment Type: Term, Less-than-Full-Time.

Employment Period: As soon as available after April 15 through September 30, 2024.

Hours of Work: Four days per week, not less than 128 hours per month.
Although it is expected most of the assigned work will be undertaken during traditional office hours, the individual can work an agreed-upon flexible schedule that will accommodate their other commitments.

Salary: \$4,660 monthly (based on \$5,825 monthly pro-rated to four days/week)
(in line with the Government of Saskatchewan Out-of-Scope Classification Plan MCP5 Band Step 1)

Application deadline: Friday, April 12, 2024, at 4:30 pm.

Applications **must include a current resumé and cover letter. The cover letter must include details that demonstrate how you have achieved the required knowledge, skills and experience.*

E-mail applications to: careers@sk-arts.ca

As a condition of employment, the successful candidate must submit a favourable Criminal Record Check.

SK Arts strives to be a workplace of choice that recognizes and empowers its people, promotes continuous learning, and provides value for the public. SK Arts is committed to employment equity and workplace diversity and encourages applications from all qualified people, including Indigenous and Métis peoples, persons with disabilities, visible minorities and new Canadians, LGBTQ2S+ peoples, and people who identify from other marginalized communities. We are also committed to providing access, equal opportunity, and reasonable accommodations for individuals with disabilities in all environments, services, and programs. To request an accommodation before entering the interview phase, contact Chip McDaniel at cmcdaniel@sk-arts.ca or 306-550-6348.

While we appreciate and thank you for your interest, only those selected for interviews will be contacted.

**A full description of the Executive Assistant Position
is attached below and is available on the SK Arts Website.**



POSITION DESCRIPTION

Executive Assistant

Revised: 2024-03

Approved by: Chief Executive Officer

Administered by: Director of Administration

Applicable References:

- *The Public Service Act, 1998*
- *The Public Service Regulations, 1999*
- *The Crown Employment Contracts Act (Saskatchewan)*
- *Public Service Commission (Saskatchewan) Out-of-Scope Policies and Programs*
- *The Saskatchewan Employment Act*
- *Saskatchewan Arts Board Act, 1997*
- *The Arts Board Regulations*
- *SK Arts Strategic Plan*
- *SK Arts Policies*
- *Collective Bargaining Agreement: Saskatchewan Arts Board and SGEU Local 2288*

ORGANIZATION OVERVIEW

SK Arts provides funding and support to the arts for the benefit of all people in Saskatchewan. We offer grants, programs, and services to individuals and groups whose activities have an impact on the arts in Saskatchewan and ensure that opportunities exist for Saskatchewan residents to experience all art forms. SK Arts considers equity, diversity, and inclusion as advantages and strengths that enhance our perspective, strengthen our work, and contribute to our innovation.

POSITION PURPOSE AND IMPACT

The Executive Assistant is responsible for providing confidential, high-quality administrative management and strategic support to the SK Arts Chief Executive Officer (CEO), the agency's Board of Directors and the management team.

The Executive Assistant will be a leader with strong decision-making skills, will collaborate with senior management, and with optimal coordination and communication will liaise with the Minister's office and the Ministry. The individual is diplomatic, demonstrates sound judgment, while simultaneously displaying analytical and interpersonal relations to assist in building and maintain relationships with various stakeholders, internal staff and the community. The position identifies and addresses a variety of program, policy and project issues and delivers solutions as appropriate.

The Executive Assistant serves in an environment that is mission and results driven, and community oriented. Their work advances implementation of the SK Arts strategic plan and primary organizational objectives, and their achievements contribute to public recognition that the agency is an organization that is shaped by the creative strengths and diversity of the province's artists, arts organizations, and arts community.

ACCOUNTABILITY

The Executive Assistant reports to the agency's CEO (or their designate).

While traditionally a permanent full-time position, the current vacancy is for a less-than-full-time (4 days/week), term position based in Regina. SK Arts is a unionized environment, but this is an out-of-scope position.

Travel to locations in the province is required from time to time and irregular hours of work, including weekends and evenings, may be required. These intermittent requirements are necessary to facilitate preparation for and attendance at meetings and other events.

A condition of employment is the provision of a satisfactory Criminal Record Check.

KEY DELIVERABLES

Executive Support and Leadership

The Executive Assistant completes leadership, program, policy, communications, finance, project, outreach, operations and administrative initiatives on behalf of the CEO, the Board of Directors, and other members of the management team.

- Successfully completes critical aspects of deliverables with a hands-on approach, including editing and preparing correspondence, meeting notes, briefing papers, reports, presentations and other confidential documents as well as other tasks that facilitate the CEO's ability to effectively lead the agency.
- Leads, plans, and coordinates with the CEO, and ensures their schedule is followed and respected, and manages their calendar of appointments. Provides a 'gatekeeper' and 'gateway' role, creating effective situations for direct access to the CEO's time and office.
- Manages the CEO's mail, email and telephone communications and identifies priority items when required.
- Arranges the CEO's travel plans, itineraries, and agendas that are often detailed and complex.
- Leads information and smooth communication between the CEO and the senior management team, staff, the Board of Directors, stakeholders, partners, the public and others on matters related to the CEO's initiatives demonstrating leadership to maintain credibility, trust, and support.
- Researches, prioritizes, and follows up issues and concerns addressed to the CEO, including those of a sensitive or confidential nature; recommends appropriate possible courses of action, referrals or responses when requested.
- Provides leadership to build relationships and networking opportunities crucial to the success of the organization and manages a variety of special events and projects for the CEO, some of which may have organizational impact, while seeking feedback to improve related skills.
- Provides quality control and review of grant disbursement cheques prior to signature by CEO and other management using relevant database software.
- Preserves executive records and archives according to established policies and procedures, and in collaboration with Records and/or Administration staff.
- Provides executive support to other agency and staff activities and initiatives as required including support to other members of the management team on special projects, policy review, auditing materials.
- Researches and assesses professional development opportunities that will assist work efforts and complement further development in achieving the organization's strategic direction.

Board of Directors Executive Support

- Provides effective and efficient meeting support for the Board of Directors and its committees, complying with applicable rules and regulations.
- Develops and manages the SharePoint Board portal and updates the site on a regular basis including access, document uploads, calendar updates, etc.
- Exercises sound judgement, confidentiality, and discretion on all Board matters.
- Provides leadership in choreographing and executing various committee meetings including logistics (travel, lodging, per diems), expense forms and reports, and confirms Board members' attendance.
- In collaboration with the CEO, prepares and distributes Board meeting information packages as approved by the Board or relevant Committee Chair including agendas and supporting documentation.
- Provides administrative assistance with Board enrollment in professional development opportunities.
- Accurately records the minutes of Board meetings and Board committee meetings in a timely manner and monitors follow-up on action items arising from Board and committee meeting minutes.

- Preserves Board records and archives according to established policies and procedures, and in collaboration with the Director of Administration and the Administrative Coordinator assigned to work with the agency's records.
- Liaises with the Administrative Coordinator: Finance & Human Resources, to ensure Board members receive timely compensation for their service according to established financial directives.

Project Management

- Leads, plans, organizes, executes, and manages special projects and initiatives, and special events including the Arts of Celebration, regional Board receptions, retreats, in-person and virtual gatherings, local, regional and national focus groups and/or gatherings, etc.
- Provides input and feedback on proposed projects and initiatives including the creation of draft and/or concept visual graphics and presentations.
- Solidifies effective communication strategies with all parties involved in special projects.
- Leads and executes any special projects, including development and oversight of project budgets, as assigned by the CEO on an ongoing basis.
- Oversees related project meetings, provides meeting materials, and collaborates with project team members to achieve the desired outcome.
- Drafts material related to projects, initiatives or events which may include, but is not limited to:
 - Contract negotiation with venues/artists/suppliers/licensors.
 - Creation of timelines and revisions (production, rehearsals, travel, meetings, etc.).
 - Management of event content including but not limited to arrangements with dignitaries, presenters, protocol(s), live entertainment elements, technical requirements, external labour, graphics and visuals, catering, insurance, etc.
 - SK Arts staff involvement and delegation of responsibilities.
 - Creation and revision of event information materials (invitations, sponsorship prospectus, etc.).
 - Conception and production of technical elements (audio-video clips, graphics, sub-captioning, and editing, etc.)
 - Monitor and report on the progress of projects to the CEO and recommends or implements an appropriate action or strategy.
- Undertakes any related research and analysis regarding data, trends and opportunities and considers the options and possible outcomes.
- Manages agency survey creation application (Survey Monkey) and assists staff with survey framing, development, data collection, and extrapolation of results.
- Develops and maintains fillable forms for a variety of applications and projects including Board Nominations and Accessibility Funding requests.
- Leads research on proposed projects and solicits requests for proposals and quotes for presentation to management with any follow up as required.
- Prepares material for shipping on a local, regional, or national level and manages associated expenses.

Communications, Partnerships and Outreach

- Ensures and models a positive, productive, and collaborative work environment.
- Organizes and leads outreach and external relations activities.
- Acts as liaison between the CEO, senior management team, staff, stakeholders, and the public.
- Serves as the first point of contact for visitors and callers to SK Arts office.
- Responds to requests for information about the CEO, the Board of Directors, and the agency in general.
- Establishes and maintains positive and sustainable relationships with Ministries, partners, stakeholders, etc., on the local, provincial, and national levels.

- Maintains executive contacts database of MLAs, Ministers, Ministries, CEOs, Presidents, Executive Directors of key organizations and other stakeholders.
- Coordinates administrative actions around invitations sent to the agency.
- Collaborates with and supports Communications staff on the development and production of communications materials that can support the CEO's goals and initiatives and the agency's strategic plan.
- Provides management and support of the agency's social media platforms (website, Facebook, Instagram, etc.) and includes creation of PSAs, graphics, and updates to deadlines, hyperlinks, etc. when needed.
- Participates in discussion and provides feedback on the agency's website development and content.
- Collaborates with Management on the research and implementation of selected in-house IT program applications and software, as required by the agency.

KNOWLEDGE AND EXPERIENCE

The Executive Assistant requires a combination of formal post-secondary education (Bachelor's degree, certificate or diploma, or equivalent experience/training) in office or business administration, or the arts, supplemented by a proven track record of at least five years of experience in a senior administrative and leadership position.

The Executive Assistant requires professionalism, sound judgment, and a proactive approach to problem solving. This individual will be a highly organized, forward-looking thinker skilled in discerning and analyzing identified issues, with a strong decision-making capability and proactive approach to problem solving. As a highly resourceful and experienced team player with strong interpersonal skills, they must be able to demonstrate:

- Leadership competencies at an executive level.
- Strong communication, administrative, organizational, and decision-making skills.
- Proven ability and willingness to engage in successful negotiations in a variety of settings.
- In-depth understanding of the role of a Board of Directors, Board governance and Board/staff relationships.
- Extensive experience providing the highest level of service and response to a Board of Directors, management team, internal staff, stakeholders, and visitors.
- Proficiency in managing identified issues and associated risks as well as potential outcomes which will include the collection of relevant information that can be considered by the parties involved and that will assist in successfully reaching an effective conclusion.
- Capacity to provide leadership and to work effectively in collaboration with diverse internal staff, the management team, Board members, and external stakeholders to accomplish stated goals.
- Ability to build and maintain effective relationships with diverse internal and external stakeholders, including staff, board members, external partners, and members of the public.
- Adept at communicating, both verbally and in writing, with a variety of audiences in a way that convinces, conveys information, builds support, and educates or promotes understanding.
- Capacity to work independently and collaboratively to plan and carry out assignments and/or special initiatives and projects from conception to completion in an effective, organized, and timely manner with excellent attention to detail, especially when working with diverse communities and groups, and when planning and managing multiple jobs simultaneously and during periods of heavy workload.
- Resourcefulness and adaptability to successfully work on a wide variety of activities and confidential matters under pressure while maintaining a realistic balance among multiple simultaneous priorities.
- Skilled at identifying and assessing relevant data, trends, and opportunities, considering a variety of options, and determining and recommending or implementing an appropriate action or strategy.
- Handles conflict calmly and effectively to achieve resolution.

- Ability to listen, accurately comprehend and appropriately respond clearly and sensitively to staff, partners, stakeholders, members of diverse communities and groups, and the public to gain or provide relevant information and/or to resolve difficulties or complaints.
- Interest in participating in agency committees and researching and leading discussions on key topics related to agency well-being.
- Knowledge of and experience in coordinating travel and logistical requirements for meetings, gatherings and events with individuals and small and large groups.
- Extensive experience and understanding regarding the development and progress of project and event management planning and delivery, including the contracting of artists as appropriate, the creation and monitoring of budgets, timelines, communications plans, outcomes, etc., and the resolution of issues.
- Proficiency in Microsoft Office (Outlook, Word, Excel and PowerPoint), databases, Microsoft Teams, Zoom, Adobe Acrobat, and internet search tools. Knowledge of SharePoint, WebEx, social media platforms and other similar programs.
- Experience with, and knowledge of records and administration management processes.

Assets

- Familiarity and experience with Saskatchewan's arts community and/or a passion for and commitment to the arts and the role they play in our communities.
- Knowledge of legislation governing SK Arts, and the agency's strategic objectives and current programs.
- Knowledge of Saskatchewan's Indigenous communities and cultures.
- Possession of a valid driver's license.
- Fluency in French (both oral and written) or the language of a Saskatchewan Indigenous group.