Volunteer Opportunity: Administrative Support for 42nd Street Productions

Are you a proactive and versatile individual with strong organizational skills? 42nd Street Productions is seeking an enthusiastic Administrative Support volunteer to join our team. If you're detail-oriented, thrive in a dynamic environment, and enjoy assisting with various tasks to keep things running smoothly, we want to hear from you!

42nd Street Productions is a non-profit musical theatre company based in Calgary, dedicated to fostering a vibrant performing arts community through high-quality productions and educational opportunities. Our organization is primarily volunteer-based, driven by a passionate group of individuals committed to the arts. Our mission is to inspire, educate, and entertain by providing a platform for diverse artistic voices and cultivating a love for the performing arts within our community. Through our productions, workshops, and events, we strive to create an inclusive environment where creativity thrives and everyone feels welcome. We are currently seeking dedicated volunteers to join our team and help us achieve our mission.

Position: Administrative Support (Volunteer)

Location: Remote

Responsibilities:

- Provide administrative assistance to the Board of Directors and Artistic teams.
- Monitor and manage organization email accounts, responding to inquiries and forwarding messages as needed.
- Assist in maintaining organizational records and files, ensuring they are up-to-date and easily accessible.
- Support with general administrative tasks such as filing, data entry, and document preparation.
- Serve as a point of contact for volunteers, members, and external stakeholders, providing assistance and information as required.
- Handle ad hoc tasks and special projects as assigned, demonstrating flexibility and adaptability.
- Contribute ideas and suggestions for improving administrative processes and efficiency.

Requirements:

- Strong organizational and time management skills.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office suite (Word, Excel, PowerPoint) and Google Workspace.
- Ability to multitask and prioritize tasks effectively in a fast-paced environment.
- A proactive and solutions-oriented approach to problem-solving.
- Previous administrative experience is preferred but not required.
- A willingness to learn and adapt to new tasks and responsibilities.

Benefits:

- Gain valuable administrative experience in a nonprofit arts organization.
- Be part of a dynamic and supportive theater community.
- Develop transferable skills in organization, communication, and teamwork.
- Attend exclusive 42nd Street Productions events and performances.
- Network with industry professionals and fellow arts enthusiasts.

How to Apply:
If you are interested in this volunteer opportunity, please send your resume and a brief cover letter to info@42ndstreetproductions.ca. Applications will be accepted until the role is filled.

Join us at 42nd Street Productions and help us keep the show running smoothly behind the scenes!

For more information about our organization, visit https://42ndstreetproductions.ca/