



Office Administrator, cSPACE Projects
Position Type: Permanent Full-Time
Location: cSPACE Arts Hub, 1721-29 Avenue SW, Calgary

Reports To: Controller and President and CEO

ENTERPRISE/POSITION OVERVIEW

cSPACE was established in 2011 as a unique social enterprise in Calgary that is developing a network of non-profit creative workspaces across the city. We were formed in 2011 by the Calgary Arts Development Authority and The Calgary Foundation with a mission to incubate our city's creative talent. Our purpose is to own, build and operate large-scale, multi-tenant centres that support our city's artists, non-profit organizations and social entrepreneurs through affordable space, networking opportunities and specialized programming.

Our vision for Calgary is a city where creative enterprise thrives in vibrant communities. Our mission is to develop creative places that connect people and ideas through places that ignite collaboration and community-led change.

In delivering on our mission we provide the conditions that diverse communities of creatives need to remain vital, sustainable and innovative while generating dividends for Calgarians across the city:

- Shared Space – Affordable, flexible and inspiring spaces that are responsive to the evolving needs of new artistic practices, missions and enterprises while delivering unique gathering places for all Calgarians
- Vibrant Community – Diverse and meaningful opportunities to engage with peers and collaborators, amplified through greater connectivity to surrounding neighbourhoods
- Knowledge Sharing – Specialized workshops, services and peer-to-peer mentorship focused on nurturing creative entrepreneurship, building confidence in artists, designers and makers to generate innovative cultural products and experiences for Calgary and the world.

cSPACE Arts Hub is our flagship project, a multi-disciplinary arts and community hub in the community of South Calgary. The 47,000-sq.-ft. multi-tenant facility is home to small and medium-sized non-profit organizations active in the arts and community sectors as tenants, each with their own staff, members, audiences and constituents. Artists also reside as tenants within the facility creating in disciplines such as photography, filmmaking, graphic design, painting, print-making, jewellery, mixed-media, fashion, costume-making, and sculpture. A

co-working space provides short-term flexible space for members who use shared desks on a monthly and daily basis.

In addition to supporting these varied tenant uses, cSPACE includes highly adaptable event, performance, rehearsal, and meeting spaces. A Studio Theatre supports bookings for theatre, music, cinema and dance presentation or rehearsal and event uses. Public art in common areas and exhibition spaces throughout the facility and grounds provide spaces for artistic events to occur while supporting a vibrant place for the community to gather.

As a full-time Office Administrator you will be part of a highly talented and collaborative team that is driven by a passion for our mission and its potential to shape our city. We are a team of 'placemakers', 'community builders' and 'storytellers' who bring together expertise in real estate development, project and property management, entrepreneurship and community engagement that is centered in the arts community of Calgary.

Our dynamic team is focused on supporting our artist and creative non-profit community as well as our corporate clients to deliver memorable experiences at cSPACE Arts Hub in Marda Loop. Complete with adaptable theatre and meeting spaces, the facility supports a multidisciplinary and diverse expression of creative and community events. In the future, other spaces will be added to a portfolio of facilities supporting Calgary's creative potential.

POSITION SUMMARY

This role is responsible for general office administration and financial bookkeeping for the cSPACE organization and our creative facilities. Like most of our team, the position is a true hybrid. It requires a capable and detail-oriented administrator that underpins the increasingly complex operations of a non-profit real estate and property management company creating multi-tenant event hubs. In collaboration with the CEO, Controller and Facility and Events team, the Office Administrator will represent cSPACE in a positive and professional manner with the building's artists, community members and volunteers, delivering a high level of support and service in keeping with the goals of cSPACE.

KEY ASSETS

- A strong sense of professionalism balanced by a healthy sense of humour
- An insatiable curiosity for learning and interest in self-development
- Highly professional and customer service focused
- Attention to detail and passion for administration
- Focused on achieving results with strong project and time management skills
- Ability to deal with multiple overlapping strands of work – organized, resourceful and adaptable
- Having optimism and ability to embrace an ambitious vision and bring it to life

- Being creative and/or highly attuned to supporting artists and creative practice
- Being able to trouble-shoot and solve problems under pressure
- Strong ability to collaborate with clients, the community and stakeholders
- Ability to establish positive and productive ongoing relationships
- High performance mentality: ability to thrive in a fast-paced environment with ambitious goals and multiple priorities
- A self-starter who can work independently with minimal support but thrives in a culture of collaboration among peers
- Commitment to community building and supporting positive change
- Superior time coordination and willing to work flexible hours
- Technically proficient in CRM/database management, word processing, spreadsheets and bookkeeping (SAGE or other small business software)

EDUCATION AND EXPERIENCE

- Minimum: a professional certificate/diploma with preference for under-graduate degree in related fields such as business & finance, administration or project management (additional professional training is an asset)
- 5-7 years bookkeeping, including payroll
- Office administration and/or project management experience
- Understanding of property management, construction, and nonprofit sector an asset

RESPONSIBILITIES

- Full set of books to TB (all data entry modules, banking, in-house payroll, reporting and reconciliations, month-end and year-end, budgeting)
- General Administration including document and report preparation
- Customer service focus: Support tenant management and client engagement activities including scheduling/tracking and administration of rental agreements
- Other duties that contribute to the operations of the facility as assigned

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The employee may be subject to some atmospheric conditions that are part of a diverse and dynamic creative hub. The employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate, but may be variable with client and staff interaction.

PERSONAL SKILLS

- Ability to champion cSPACE's vision and values to staff, clients, and community
- Transparent and high integrity leadership
- Strong written and oral communication skills
- Ability to interface and engage diverse volunteer and patron groups
- Demonstrated ability to oversee and collaborate with staff
- Strong public speaking ability

CONTACT INFORMATION

To apply please email, in PDF format only, a current CV with cover letter outlining your qualifications for the position and salary expectations, along with two professional references to: deeter.schurig@cspaceprojects.com

ATTN:

Deeter Schurig
President and CEO
cSPACE Projects
1721, 29 Avenue SW, Suite 125
Calgary AB T2T 6T7

Only shortlisted applicants will be contacted after the deadline for submission.

Deadline for submission is April 14th, 2022.

SALARY

\$46,000 - \$56,000 annually commensurate with experience and talent. We offer a competitive, market-rate salary and benefits package (including health and dental insurance, vacation time, etc.).

This is a full-time, salaried position and the intended start date is May 2022. cSPACE offers a positive, high-energy work environment, and is an equal-opportunity employer. We thank all who apply, however only those selected for an interview will be contacted.

The position will remain open until a suitable candidate is found.

ABOUT US

For more information about cSPACE Projects, please visit www.cspaceprojects.com.

cSPACE believes that by ensuring our culture is inclusive, diverse, equitable and accessible (IDEA) that we are open to vast creative potential. [Read more about our IDEA commitment here.](#)

cSPACE is situated on Treaty 7 territory, home of the Kainai, Piikani, Siksika, Tsuut'ina, Stoney Nakoda Nations and the Metis Nation, Region 3.