

Faith and Arts Ottawa
Arts Program Administrator 2017-2018
Position Description

Purpose:

To help the board realize the vision of Faith and Arts Ottawa by:
generally supporting a variety of exciting, innovative, arts-based programs, initiatives and events that enable people to explore their own spirituality and grow in their faith.

Responsibilities:

1. Administering established programs
 - I. Spirit Talks (the 2018 documentary theatre program)
 - I. promote program to recruit participants
 - II. organize and attend rehearsals Sunday evenings Jan-March (which includes organizing a meal)
 - III. administrative support and promotion for Spirit Talks performances
 - II. support the *Trans-Script* performances at the Gladstone Theatre
 - I. Jan 20 and 21
 - II. Promote event and ticket sales
 - III. staff faith and arts table at event
 - III. Similar Support to similar programming under development
2. Supporting Board Members in forging ministry partnerships and responding to inquiries
3. Maintaining the Faith and Arts Ottawa website and Facebook media, and other social media as may be developed.
4. Supporting and administering efforts to develop capacity to make the ministry sustainable
5. Other related duties, as assigned by the Board

Essential Skills and Qualities:

- Passionate about young adults' spirituality and faith formation
- Excellent administrator
- Marketing and promotion
- Proven ability to work collegially in a team and independently
- Creative Problem Solving
- Grant writing

Accountability:

This person would be supervised by the Chair of the Faith and Arts Ottawa Board, or designate.

Contract: November 15, 2017 - May 15, 2018 (dates negotiable, possibility of contract extension)

Remuneration: \$20/hour, average of 10 hours per week, negotiable.

Please send application by 9 am Monday October 30th to tom.sherwood@carleton.ca with the heading "Administrator Application."

Only those selected for an interview will be contacted.