



## The Open Sky Creative Society

is accepting resumes  
for the position of

# COORDINATOR

This position involves working with the Open Sky Programming Coordinator to oversee the administrative affairs of the Open Sky Creative Society, help prepare for the upcoming Open Sky Festival and manage the Heritage Centre project.

### **Duties include:**

- work with funders and stakeholders to manage the Heritage Centre project.
- manage the financial business of the Society, prepare budgets, work with Simply Accounting software to process payroll and create financial reports
- oversee the day-to-day operations of the Society such as communications, mail, banking, board meetings and pay bills
- work with the Programming Coordinator and other organizations to run special events and achieve mutual goals
- wage will be determined by experience

The ideal candidate will be self-motivated, have strong communication skills, experience in office management and an understanding of accounting principles. They must be able to work independently and have solid experience using Microsoft Office and multimedia software.

**Application deadline:** March 12, 2010

Please contact Dave or Tracy at Open Sky for a full job description.

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