

**JOB OFFER– LA CENTRALE POWERHOUSE GALLERY:**

Administrative Coordinator

Deadline : February 29th, 5pm

La Centrale Galerie Powerhouse Is looking for a dynamic administrative coordinator who possesses an understanding of artist run centers and emerging artistic practices, as well as sensitivity towards the center's renewed mandate. The candidate must have at least two years of pertinent experience in administration, financial planning and accounting. The sought out person has working knowledge of non-profit organisations, grant writing, and fundraising strategies. He-she should also have an aptitude to work in teams and with the public, as well as evidence of initiative, organisation and flexibility. English and French oral and writing skills are necessary.

Management skills

**Forward planning of artistic activities:**

- Estimate human, material and financial resources, and develop action plans for the execution of programming.

**Work organisation:**

- Assure internal communication to assure that the center's objectives are met.
- Plan and coordinate staff tasks in function of current priorities.
- Prepare, organize and animate Board, team and committee meetings.

Administrative skills

**Research of public and private financing:**

- Evaluate the center's financial and resource needs.
- Prepare the applications for financial assistance necessary to accomplish the center's activities.
- Develop new fundraising strategies.

**Financial control:**

- Elaborate and control operating budgets and consolidate them into a global budget.
- Produce periodic reports of liquidities.
- Execute precise budgetary analyses.

- Execute the center's financial planning.
- Produce the financial analysis reports necessary for the management of the center.

**Accounting:**

- Supervise and/or execute the organisation's bookkeeping and financial operations.
- Manage sales tax.
- Prepare governments' financial reports.
- Prepare, with the verifier, the annual financial statements.
- Know and respect all the legal aspects linked to the administrative management of an organisation: insurance, security, equipment and other.
- Respect and implement employment legislation: CSST, labour standards, ect.

**Salary management:**

- Implement salary policies.
- Enter the data relative to salaries for each employee.
- Prepare and distribute paycheques.
- Hand in employee and employer contributions to the government.

**Administration of contractual agreements:**

- Negotiate and manage all contractual agreements necessary for the basic functioning of the center (lease, phone, photocopier, exchanges of resources, ect).

28 hours a week (Schedule and conditions can be discussed)

Deadline for receipt of C.V. February 29th, 2008 , 5pm

at: 4296 St-Laurent, Montréal (QC) H2W1Z3

or galerie@lacentrale.org