
Position Vacancy: Cultural Facility Clerk – Cultural Services

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| DEPARTMENT: | Parks, Culture & Recreation | STATUS: | Regular Full Time |
| NO. OF POSITIONS: | One | UNION: | CUPE local 387 |
| HOURS OF WORK: | Mon-Fri, 9am to 5pm* | SALARY: | \$39,940 - \$46,733 annually |

New Westminster Cultural Services is seeking a highly motivated and skilled Facility Clerk to support the Cultural Services operation at Anvil Centre, Irving House and Samson V. You will provide complex and diversified clerical support to Cultural staff, including public and visitor reception; program registrations; tour bookings and marketing support; volunteer supervision; record keeping; financial reporting and payroll time sheets; costume program management; and facility maintenance, security and public operation support.

Requirements include:

- Minimum Grade 12 supplemented by courses related to office administration (preferably taken as part of a certificate or diploma program) plus sound related experience or an equivalent combination of training and experience.
- Sound knowledge of the operations and activities of cultural facilities including museums, art galleries and archives.
- Ability to perform a variety of clerical and cashiering tasks including filing, typing, payroll data entry, program registration, scheduling and facility booking.
- Knowledge of business English, spelling, punctuation, bookkeeping and modern office practices and procedures related to work performed.
- Strong working knowledge of Microsoft Office 2010, Class 7.0, Kronos and POS.
- Ability to compose routine correspondence and memoranda and arrange formats for reports, tabulations, and related material.
- Ability to demonstrate exceptional customer service skills as necessary to establish and maintain effective working relationships with supervisors, staff, program participants and rental customers.
- Ability to write and update marketing copy online and in print.
- Ability to operate standard office equipment including scanners and photographic printers.
- Ability to maintain and order a variety of supplies and services and to process invoices for payment.
- Must be able to successfully pass and maintain a criminal and police record check.

****Please note that this position will generally work Monday to Friday.
Hours and days may be subject to seasonal variation.***

Apply by sending your resume quoting **competition #15-36, by April 24, 2015** to the Human Resources Department, City of New Westminster, 511 Royal Avenue, New Westminster, BC, V3L 1H9, Fax: (604)527-4619 or e-mail to hr@newwestcity.ca.

We thank all applicants in advance; however, only those selected for an interview will be contacted.

*The City of New Westminster is committed to employment equity.
We welcome diversity and encourage applications from all qualified individuals.*