



**EMPLOYMENT OPPORTUNITY**  
**Janis A. Barlow & Associates**

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Janis Barlow & Associates is pleased to invite applications for the position of:

**Administrative Services Provider - Contract**

Operating since 1981, Janis A. Barlow & Associates is one of North America's most respected arts consulting firms, offering a range of research, planning and management services to clients in the cultural and not-for-profit sectors. The firm specializes in the sustainable development of theatre companies and facilities throughout North America. For more information about the firm, visit [www.barlowandassociates.com](http://www.barlowandassociates.com).

Reporting to the principal consultant, Janis Barlow, the Administrative Services Provider is responsible for scheduling, contract administration and communications, as well as assisting in the collection and retrieval of research information relevant to client needs. The Administrative Services Provider must be able to work in a small office environment with minimal supervision to coordinate the needs of a number of projects simultaneously, in addition to coordinating some of the administration and communication requirements of the firm.

**Primary responsibilities include:**

- **Communications.** Responding to inquiries. Coordinating internal and external communications with staff, consulting associates and affiliates and client groups to reflect the value the firm places on efficiency, courtesy, facilitated collaboration, clarity of communications, integrity and a sense of humour.
- **Scheduling.** Coordinating multiple project contracts, schedules, deadlines, meetings and presentations and tracking time allocations. Maintaining calendars and contacts for the principal.
- **Administration.** Maintaining the firm's resource library and updating it with electronic and hard copy files and reports in compliance with the firm's established data management systems. Maintaining office equipment and supplies. Providing administrative support, copy editing and proof-reading as necessary to expedite project coordination.

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**The ideal candidate will possess:**

- A post-secondary degree
- Proficiency in all MS Office programs
- Practical experience in the theatre and not- for-profit arts management and/or a consulting practice
- Exceptional written, oral and telephone communication skills and English language comprehension
- Ability to multi-task and coordinate a number of research projects simultaneously
- Demonstrated time management skills to organize workload, set priorities and meet deadlines
- The motivation to work with minimal supervision and pursue self-directed learning opportunities, but demonstrate good interpersonal skills in a team environment
- A passion for playing a supporting role in the sustainable development of the arts in North America.
- A proprietorial sensibility

For early consideration, please submit applications by September 8, 2009. The position will remain open until filled. Please forward a **cover letter, resume, hourly fee or salary expectations, availability** and **references** to:

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