



CSDA/CCAD ADMINISTRATOR (PART TIME CONTRACT)

Canadian Society of Decorative Arts /Cercle canadien des arts décoratifs is a non-profit charitable arts organization, incorporated in 1981. The CSDA/CCAD defines the decorative arts as creative works, often of a practical or useful nature, produced by an artist, craftsman or amateur, which have intrinsic aesthetic and/or historical value. These arts include interior design, furniture and furnishings, ceramics, glass, metalwork, graphics, textiles, theatre arts, together with aspects of architecture, industrial and landscape design.

For more information about CSDA/CCAD, please visit: <http://www.csdaccad.org>

WORK

The Administrator's role is primarily to manage and coordinate the operations of the CSDA in order to provide effective service to CSDA/CCAD members and subscribers of *Ornamentum* magazine; and administrative support to CSDA/CCAD events, including the annual symposium and the organization's website. The Administrator reports to the President of the CSDA-CCAD Board.

RESPONSIBILITIES

(i) Membership Coordination

- Work with the Membership and Communications Chairs to execute membership policies and provide good member service.
- Maintain the membership database – new and renewal updates, changes of contact information, event participation, manual data entry for special memberships (complimentary, honorary) and donations. The CSDA/CCAD uses Wild Apricot Web/database platform to manage content.
- Communicate with members directly as needed through email (info@csda-ccad.org).
- Produce mailing labels for membership mailings and mail membership-related material.
- Prepare reports as needed.

(ii) Magazine Support (Twice Yearly Publication)

- Oversee delivery/subscription fulfillment (in collaboration with Circulation & Advertising agent).
- Maintain the subscription database – new and renewal updates, changes of contact information.
- Organize and manage payments to writers and editorial team members (cheque requisitions).
- Generate invoices for advertisers once the magazine issue is printed with the tear-sheet and copy of the magazine.

(iii) Office administration

- Maintain office supplies and CSDA/CCAD print materials: letterhead, envelopes, membership brochures, etc.

- Upload files to general *Google Drive* central filing system (agreements, correspondence, meeting minutes and related material, etc.).
- Work with Bookkeeper, Treasurer and President on an as-needed basis.
- Perform additional functions as assigned.

(iv) Event and Annual Symposium Support:

- Assist in the setting up of event information for registration in Wild Apricot and on Eventbrite.
- Assist with the programming committee's Zoom monthly events with technology if needed.
- Track participants and prepare excel spreadsheet with names of registered participants through Eventbrite or register in Wild Apricot.

CANDIDATE PROFILE

Working from a home office, the ideal candidate will be highly organized, detailed-oriented, and self motivated and will have:

- Ability to take initiative and work independently on a wide range of projects simultaneously and effectively with minimal supervision.
- Excellent writing and editing skills in English, with French being a significant asset.
- Knowledge of social media platforms (Twitter, Instagram, Facebook, etc.) to help promote the CSDA/CCAD and *Ornamentum* magazine (print/digital).
- Knowledge of or willingness to learn Wild Apricot web and database platform, Mailchimp and Eventbrite.
- Some knowledge of accounting practices.
- Interest in the decorative arts/material culture

Compensation: \$20 per hour for up to **14 hours per week** plus related expenses to be paid with proper receipts. We are willing to discuss additional hours if needed. This is a part-time contract position; details of work and time sheet required monthly with invoice. Ideally, the administrator should be based in Toronto.

Interested candidates should forward their résumé and cover letter to gilleslatour@cdda-ccad.org by **Friday, December 10, 2021**. Please call Gilles Latour with any questions about the process: 416-910-7849.

We thank all applicants for their interest. Only those selected for an interview will be contacted.