Burnaby Arts Council Office

6584 Deer Lake Avenue, Burnaby

Administration Work Experience

**Description of the work that gets done in this office**:

I am looking for mostly administrative assistance in the office.  I personally manage the Deer Lake Gallery and wear many hats.

* I design and create posters in InDesign
* write grants
* financial budgeting and reconciliation
* program 2 galleries
* organize artists
* send out press releases
* website administration/planning
* facebook and all social media
* reorganize files and basement.  (not as fun but still needs to get done!)

My position is paid, part time Tuesday – Friday, 10 am – 4 pm.   I am usually here long than those hours but those are the basic office hours.