



For nearly 50 years, Toronto School of Art (TSA) has established itself as one of the most distinguished alternative arts schools in the city. While our history alone sets us apart, it's our ideology that truly defines us. We believe in taking an organic approach to the arts. This translates into a hands-on education model that focuses on studio-based learning. We offer students the opportunity to work with practicing artists in a close, one-on-one environment. What this entails is a rigorous study of the arts through a challenging, tactile application of every skill set learned.

TSA believes the arts should be accessible to all levels of experience. Whether you're a working professional or just starting out, TSA offers programs that address all levels of expertise. The only thing our students need to get started is a passion for their craft. Once they have that, our mentors are there to further refine, hone, and cultivate their skills. It's this process of artists mentoring other artists that enables our students to truly find their voice and leave their mark on the world.

Toronto School of Art (TSA) is committed to developing principles ensuring inclusion, diversity, accessibility, and equity practises. We are an equal opportunity employer. If contacted for an employment opportunity, please advise the school if you require an accommodation.

TSA is now in our beautiful new home at 24 Ryerson Avenue in the Queen and Bathurst area. The new facilities and studios at 24 Ryerson Avenue are as not yet barrier-free. Please see our current accessibility notice. [LINK](#)

TSA is a registered not-for-profit charitable organization.

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## ***Office Manager***

### **Position Type/Hours:**

This is a full-time position, 5 days per week (37.5 hours), \$21.00-\$25/hour dependent on experience  
Some flexibility in the workweek, including weekend or evening work, is required.

### **Position Description:**

The *Office Manager* supports Toronto School of Art's operations and is responsible for ensuring and maintaining efficient, effective, and resourceful office systems and services. This position also supports the administration of the front desk and provides skilled and friendly communication to customers/students and faculty. Reporting to the General Manager, the Office Manager works closely with TSA staff, faculty members, student volunteers, and members of the Board of Governors (BOG) on specific projects.

### **Responsibilities - Administration:**

- Overall responsibility for an organized office operations atmosphere;
- Oversees general office expenditures to ensure budgets are maintained;
- Prepares payroll and records of employment;
- Prepares a variety of financial reports, expenditure tracking forms, schedules, and financial tracking;

- Managers and organizes billing, accounts receivable, accounts payable, preparing and processing manual checks and electronic bank transfers;
- Prepares weekly bank deposits, managing several bank accounts;
- First contact/troubleshooter with vendors and service providers (printer support, IT, phone, monitoring stations, security, elevator, phone, cleaning crew etc);
- Key responsibility for petty cash;
- Organizes office staff work schedule/flow
- Processes refunds and updates student records for withdrawals;
- Oversees ordering of supplies and equipment;
- Assists bookkeeper to reconcile financials;
- Provides general support to Front Desk operations when needed to assist customers/students by handing walk-in, email, and telephone inquiries;
- Processes sales (debit, credit, cash, cheque) from courses/workshops, lockers, one-on-one consultations, portfolio reviews, transcripts;
- Administers art model cheques for faculty;
- Manages revenue for 3rd party programs (Open Life Drawing, Off campus workshops etc.)
- Updates and organizes Charitable documents
- Receives, distributes and sends out mail
- Assists with website management and updates under the direction of the General Manager;
- Assists with special events when required (i.e. open houses, community engagement, and fundraising events).

#### **Skills and Qualities of the Ideal Candidate:**

- Experience managing an office in a fast paced, multi- tasking environment (arts or culture-related non-profit/charitable organization an asset);
- Strong understanding of basic accounting for the office, understanding of finance an asset.
- Proven ability to multi-task and adjust workload accordingly, meeting deadlines with minimum direction;
- Excellent problem solving skills, critical thinker
- Excellence in organizational, administrative, planning, and communication skills;
- Excellent analytical skills with numbers;
- Proficiency with spreadsheets, including creation of formulas and manipulation of data.
- Excellent customer service skills and experience cultivating relationships and connecting with a diverse range of people and communities (with a strong understanding of tact, diplomacy, confidentiality, equity and inclusion);
- Strong ability to work collaboratively with an office team in both a leadership and support role. Excellent people skills to work with management, office staff, faculty, students and volunteers.
- Can-do, positive outlook, takes initiative, able to work with direction and independently
- Education- minimum Bachelor's Degree from an accredited University or equivalent experience
- A deep understanding of the TSA mandate and Inclusion Policy.

**Posting closes Monday July 15, 2019**

**To Apply:** Please send a resume and cover letter in a single PDF with applicant name and job title as the subject to: Felice Fleisher, General Manager, Toronto School of Art, email to: [frontdesk@tsa-art.com](mailto:frontdesk@tsa-art.com)

**Toronto School of Art (TSA) is committed to developing principles ensuring inclusion, diversity, accessibility, and equity practises.** A mandate of the school is to design policies that better reflect the demographics of the community it serves and to recommend programs and services that better serve the needs of diverse groups. Another mandate is to increase access to and opportunities at the Toronto School of Art for those belonging to groups historically excluded from power or denied rights enjoyed by others. Among those who face such discrimination are members of ethnic, racial, linguistic and religious minorities, Aboriginal people, people with disabilities, women, gay, lesbian, bisexual, and transgender, seniors, youth, and people marginalized by poverty.

**TSA is dedicated to increasing the diversity of voices steering our organization, and actively encourages applicants from all equity seeking groups to apply.** We are an equal opportunity employer committed to building an inclusive and barrier-free environment in which all individuals have access to the school's services and facilities. If contacted for an employment opportunity, please advise the school if you require an accommodation.

The Selection Committee would like to thank all applicants for their interest; however, only those selected for interviews will be contacted.

**Planning a visit?** See our [Accessibility Notice](#), unfortunately, our current location is not yet barrier-free. Please respect our scent-awareness policy by limiting the use of scented products.

#### **TORONTO SCHOOL OF ART**

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