



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.

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

TORONTO SCHOOL OF ART

24 Ryerson Ave., Toronto, ON M5T 2P3

416.504.7910 | info@tsa-art.com | tsa-art.com

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Front Desk Administrator/Office Coordinator

Position Type/Hours

This is a part time position 20-30 hours per week, \$16.5/hr

Hours: Shifts 9:00am- 5:00pm or 11:30am-7:30pm

This position works closely with all office staff, reporting to General Manager/Office Manager.

Some flexibility in the work week, must be available Saturdays.

Position Description

Toronto School of Art is seeking a Front of Desk Administrator/Office Coordinator to provide administrative assistance to all members of staff as well as display excellent customer service

and communication skills. Our Front Desk Administrator is typically the first person our students see as they enter our school. The successful candidate will have a friendly, supportive, outgoing demeanor, a keen interest in arts administration, with a background and love visual arts and an interest in contributing to the mission and success of the TSA. The Front of Desk Administrator/Office Coordinator has a key role in keeping the front desk and office running smoothly as well as communicating with and tending to the needs of students and faculty members.

Requirements

Exceptional administrative and organizational skills and ability to multitask

- Ability to use Google Suite
- Strong interpersonal skills and pleasant and supportive demeanor
- Enjoys administrative work with a can-do positive attitude
- Responsible, trustworthy, organized and multi-task oriented in a fast paced or quiet work environment
- A background in visual arts is considered an asset

Areas of Responsibilities

- Manage and provide support to customers/students by handling walk in, email and telephone inquiries with a focus on helping students to learn about what TSA offers in terms of courses, curriculum, programs, to aid in course selection in person and/or by phone/electronically etc.
- Register students for classes, using promo codes, reduced term packages etc. and process sales (via credit/debit, cash, cheque) for course tuition and special services including fees for locker rentals, one-on-one consultations, gift cards, portfolio reviews and pop up shop. Assist with course switches.
- Assist new and returning students with course selection and registering for courses over the phone or in person
- Assist in scheduling portfolio reviews and one-on-one consultations
- Maintain locker sales/turnover/assignment
- Create and administer class lists and course evaluations
- Create beginning of term course location signage and schedules for posting
- Order and maintain office, office supplies as well as manage pop-up shop inventory
- Maintain orderliness of common areas and studios.
- Direct incoming calls, mail and courier packages
- Assist with office mailings
- Manage the preparations for weekly staff meetings
- Assists in creating, organizing and staffing special student/community events, at times helping to manage volunteers
- Assist G.M. with administrative needs from time to time,
- Help to maintain a neat, clean kitchen area during school hours, move emptied recycle bins, salting ramp when needed etc.

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

(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.

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