



akin

# WE'RE HIRING!

**Administrative Assistant**

**Pay: \$21/hour, 5-20 hours a week.**

**Deadline: June 24, 2022**

Akin Collective

**Job Title: Administrative Assistant - Part Time**

## **Job Details:**

**Location:** This will be a remote position.

**Compensation:** \$21/hour, approximately 5-20 hours a week

**Benefits:** You will have access to a free shared membership at Akin or a free Dedicated Studio (100sf or less), as well as access to the Akin Office located near Yonge and Bloor. You will also be able to book Akin's [Remote Gallery](#) for 3 days for free (\$450 value).

**To Apply:** Submit resume and cover letter by email to [work@akincollective.com](mailto:work@akincollective.com) (one PDF preferred) with “[YOUR NAME] - ADMINISTRATIVE ASSISTANT” in the subject line. Please have your file(s) labeled with your name as well.

**Application Deadline: Friday June 24, 2022**

## **Introduction:**

Hi, I'm Oliver Pauk (he/him) and I founded Akin in 2008 and now serve as Akin's Director. I'm a visual artist, and I started Akin initially because myself and a few friends needed a place to work on our creative projects. I'm currently looking for a part-time Administrative Assistant to join our team to support Akin by taking on administrative and logistical tasks.

As the Administrative Assistant, you will have experience with document handling (ideally including employment agreements, leases, and insurance policies), basic accounting and payment processing, an interest in information gathering and data management. Being able to work independently, and an appreciation for well organized Google Drive folders and files will be an asset. It will be great if you've worked remotely before and understand the importance of communication and collaboration from a remote setting. You will work closely with and be supported by Jen Pilles, Akin's Studio Operations Manager, and Sally Ranscombe, Akin's Facilities Manager and will report to the three of us.

## **About Akin:**

Akin aims to provide members of Toronto's artistic and cultural community the support and space they need for creative production and development of their careers to benefit and enhance the communities where they work and live.

Since 2015, we have been able to support over 2,500 individuals through our programming activities. Akin's studios provide a workspace for about 200 artists across our 8 locations. Akin is dedicated to providing a working environment that maintains a friendly and inspiring atmosphere where people can work on creative endeavours and entrepreneurial undertakings of all kinds. Akin builds community through art critiques, artist conversations, workshops, open studio events, gallery tours, exhibitions, as well as various other art projects.

For more information about Akin, please visit: [www.akin.art](http://www.akin.art)

## **The Opportunity**

At Akin, we're excited to bring your eye for detail, your organization skills, and your creative aptitude to our organization. Reporting to the Facilities Manager, Studio Operations Manager, and Director your responsibilities will include:

- Regular, ongoing administration related to Akin memberships, and supporting ongoing initiatives such as the Akin Studio Rent Relief Fund
- Supporting with administrative tasks related to Akin's leases, contracts, payment processing, applications, purchases, and accounting

- Studio and Akin community research, file, and data management
- Managing and organizing applications on an as-needed basis for the Akin Studio Program, hiring at Akin, and other special projects
- Managing Akin's Google listings for all locations
- Managing Akin Membership data in our member management software (software used: Pickspace and Quickbooks)
- Supporting the Studio Operations Manager with Customer Relationship Management data (software used: Streak)
- Occasional administrative support related to marketing and programming (software used: Hootsuite, and Squarespace)
- Calendar management using Google Calendar
- Payment processing
- Studio inventory management
- Note-taking and other participation in meetings with the Akin team members on an as-needed basis.
- Optional: joining one or more of Akin's Committees, depending on your interests and experience/skill set (Programming, Marketing, Community Experience, Conflict Resolution, Fundraising)
- Optional: Participating in community building Akin events and programming.

### **What you bring to the table:**

- You have experience with document handling (spreadsheets, contracts, legal agreements, data management)
- You are comfortable learning new software and working with a variety of digital tools
- You are able to schedule and complete work tasks independently.
- You are highly organized and are able to work with spreadsheets and documents involving detailed information.
- Your communication style is transparent, clear and friendly.
- You can speak, read, write and understand the English language.
- You understand and care about the needs of artists and arts communities, and have experience in the arts.

### **We currently use:**

- Google Workspace (formerly G Suite): Meet, Drive, Sheets, Docs, Forms
- Slack - for internal communication with Akin staff
- DocuSign - for contract management
- Pickspace - for studio membership management and invoicing
- Quickbooks - for invoicing and accounting
- Squarespace - for website management
- Hootsuite - for social media scheduling
- Streak - for Customer Relationship Management

### **Working conditions and physical demands**

This role can be done remotely and requires an internet connection and computer. Akin does not provide a computer, however we have emergency-use laptops for our staff to use in the event your computer is lost, stolen, or damaged and you need something to work from while you replace your personal computer. Akin has an office at 717 Church St where staff can work if they choose to.

## How We Hire

1. 30-min screening phone call with Oliver Pauk
2. 60-min interview with the hiring committee, comprised of Oliver Pauk (Director), Jen Pilles (Studio Operations Manager) and Hana Elmasry (Development Support Manager)
3. Conduct references
4. Offer + Start!

*\*All interviews will be conducted virtually.*

## Commitment, Salary & Benefits

This Administrative Assistant role is a part time opportunity with an hourly rate of \$21/hour with a starting commitment of 5 to 20 hours/week. We anticipate your hours of work to flex throughout the year, depending on Akin's projects and plans. The busiest time for this role is the last week of every month when you will be reconciling Akin Member payments with their invoices as the payments come in.

Akin has committed to paying all of our team members, at minimum, Toronto's [Living Wage](#) by January 2023. Akin staff are welcome to a free studio at Akin (100sf or less which is a \$446/month value) as well as 3 free days rental at Remote Gallery (\$450 value) and access to the Akin Office at our Bloor-Yonge location.

There is ample room for growth and evolution of this role as Akin itself continues to grow and evolve over time. One such way is by joining one (or more) of Akin's Committees related to your personal interests and experience/skill set. We have the following committees: Marketing, Programming, Conflict Resolution, Fundraising, and Community Experience.

Akin's workplace culture is one that encourages transparency and honesty in a remote, flexible work environment in which folks have autonomy over their daily schedule and independence on completing tasks. Kind, professional communication is always expected from our community. Akin also offers monthly paid professional development and team gathering events to enable the building of healthy team-member relationships.

## Inclusion at Akin

At Akin, we celebrate our inclusive work environment. We welcome and encourage applications from members of all backgrounds and perspectives to apply. Adapting the Toronto Arts Council's Equity Priority Group Policy, applicants who self-identify as belonging to one (or more) of Toronto Arts Council's Equity Priority Groups (Persons of Colour, Deaf Persons, Persons with

Disabilities and Persons Living with Mental Illness, Indigenous, 2SLGBTQIAP) will all be prioritized.

We are committed to providing reasonable accommodations and will work with you to meet your needs. If you are a person with a disability and require assistance during the application process, please reach out to [work@akincollective.com](mailto:work@akincollective.com)!