



Administrative Assistant (Part-Time)

Part-Time

Campbell River Region
Campbell River

Friday June 19, 2026

\$21 - \$25/ hour (\$22 per hour)

Company: Rivercity Players Theatre

Website: <http://rivercityplayers.ca>

Industry: A&E/Recreation

Remote/Camp Based Job: No

How to apply:

To Apply Please submit your resume to info@rivercityplayers.ca and a brief cover letter outlining your experience and interest in the position. Rivercity Players Theatre thanks all applicants for their interest; however, only those selected for an interview will be contacted.

Expiry Date:

Friday, July 03, 2026

Details:

Administrative Assistant (Part-Time) Rivercity Players Theatre Position:
Administrative Assistant Location: Rivercity Players Theatre Hours: 20 hours per week (Part-Time) Compensation: \$22.00 per hour, with annual wage increases
Schedule: Flexible work schedule, including occasional evenings and weekends as required during productions and events. About Rivercity Players Theatre: River city Players Theatre is a vibrant community theatre organization dedicated to providing quality theatrical experiences, fostering artistic development, and creating opportunities for community engagement. We are seeking an organized, motivated, and enthusiastic Administrative Assistant to support the day-to-day operations of our theatre. Position Summary The Administrative Assistant plays a key role in the successful operation of Rivercity Players Theatre by providing administrative, marketing, membership, volunteer, rental, and event coordination support. This position requires excellent organizational skills, strong communication abilities, attention to detail, and the ability to work independently in a dynamic community theatre environment. Key Responsibilities Administrative & Operations •Manage box office operations during designated ticket sales periods. •Coordinate service contracts including alarm systems, fire safety systems, and related service providers. •Order scripts, performance rights, and

other production materials as required. •Maintain a clean, welcoming, and organized theatre lobby. •Monitor and order theatre supplies as needed. •Maintain databases of important correspondence, contacts, and records. •Track maintenance schedules and cleaning schedules. •Ensure organizational records remain current with BC Society requirements and liquor licensing information. •Track certifications and compliance requirements including Serving It Right, FoodSafe, and Criminal Record Checks. •Perform other related duties as required.

Marketing & Communications •Monitor and manage social media accounts. •Create regular social media content and promote theatre productions and events. •Prepare and distribute press releases. •Promote renter productions and events through social media and other communication channels. •Update and manage the theatre website as directed. •Coordinate poster distribution throughout the community. •Prepare and distribute monthly member communications and updates. •Send audition notices, volunteer requests, and other important organizational communications.

Membership & Volunteer Coordination •Manage theatre memberships and membership records. •Coordinate and maintain volunteer schedules. •Organize member appreciation events and recognition activities. •Coordinate workshops and educational opportunities for members and the community.

Ticketing & Front-of-House Support •Operate and maintain the theatre ticketing system. •Create and maintain digital screen programs and PowerPoint presentations for productions and events. •Coordinate ordering of concession supplies, including candy and other items as directed. •Coordinate alcohol orders as directed and in compliance with applicable regulations.

Grants, Sponsorships & Fundraising •Research and prepare grant applications. •Identify and pursue sponsorship opportunities within the community.

Rental Coordination •Serve as the primary administrative contact for theatre rentals. •Provide rental information and respond to inquiries. •Prepare invoices and rental contracts. •Coordinate communication between renters, the President, and Vice President. •Assist with scheduling and rental logistics.

Qualifications Preferred qualifications include: •Previous administrative or office experience. •Strong written and verbal communication skills. •Experience with social media management and basic website maintenance. •Proficiency with Microsoft Office, including PowerPoint. •Experience with databases, scheduling systems, or ticketing software is an asset. •Strong organizational and time-management skills. •Ability to work independently and manage multiple priorities. •Interest in community theatre, arts organizations,

or non-profit operations is highly desirable. What We Offer •Flexible work schedule. •Competitive starting wage of \$22.00 per hour. •Annual wage increases. •Opportunity to contribute to a thriving community arts organization. •Engaging and collaborative theatre environment. •Opportunities to build skills in administration, marketing, event coordination, grant writing, and community engagement. To Apply Please submit your resume to info@rivercityplayers.ca and a brief cover letter outlining your experience and interest in the position. River city Players Theatre thanks all applicants for their interest; however, only those selected for an interview will be contacted.

Qualifications & Experience:

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