

Job Posting: Facilities Booking Coordinator & Administrative Assistant (Parental Leave)

Hours:	37.5 hours/week (generally 7.5 hours/day)
Compensation:	\$23/hour (plus a competitive benefit package, including a bonus paid vacation week at winter break, extended health, Dental Health Spending Account, and Personal Wellness Days.)
Application Deadline:	Applications will be open until a suitable candidate is found and will be reviewed as they are submitted.
Start Date:	Mid-May to early June 2025
To Apply:	Please submit a resume by email to: Martin Borg, Chief Facilities Officer borg[at]vcm.bc.ca

Located on the Ləkʷəŋən traditional territory, known today as the Songhees, Esquimalt, WSÁNEĆ (Tsartlip, Tseycum, and Tsawout) and Scia'new (Beecher Bay) Nations, the Victoria Conservatory of Music identifies equity, diversity, inclusion, accessibility, and reconciliation among its guiding ideals, and encourages applications from candidates of all identities and backgrounds.

Key Responsibilities

- Scheduling, optimizing, and booking internal usage of space.
- Working with Faculty and Staff to facilitate their space needs.
- Assigning Access Key Cards to Faculty and Staff and maintaining the Genetec Access Control system.
- Administrative assistant to the Chief Facilities Officer.

This list of duties is not exhaustive; other duties may be assigned as business needs require.

Qualifications and Requirements

- Extremely organized with a strong attention to detail.
- Ability to communicate effectively and respectfully with a range of people from different backgrounds.
- Strong work ethic, combining energy and stamina.
- Comfortable with learning and using multiple software platforms. Experience with Genetec, Universus/BookKing (booking software), and/or ActiveNet (booking software) considered an asset.
- Understanding of and commitment to creating a work environment that is inclusive, diverse, equitable, and accessible.
- Ability to work towards objectives, establish clear directives, meet deadlines, and manage multiple priorities.
- High level of professionalism with good judgement and discretion.