



Centre des arts visuels  
Visual Arts Centre

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The Visual Arts Centre is looking to hire an **assistant registrar**! Are you looking to work in a thriving cultural institution? We want to hear from you!

Apply to [info@visualartscentre.ca](mailto:info@visualartscentre.ca) by October 10, 2022 with your CV and cover letter.

About the Visual Arts Centre:

With our School of Art – Canada’s largest bilingual independent art school – and the McClure Gallery – an exciting exhibition venue – the VAC offers you a thriving community of artists, teachers and students. We’ve been part of Montreal’s artistic fabric since 1946.

Position Summary

The assistant registrar assists the registrar providing students and faculty with the highest level of customer service and administrative support.

Conditions of Work

- Part time position
- Number of hours: 18 per week
- Schedule: Tues, Wed., Thurs. 8:30 am to 12:30 pm; Sat. 9:30 am to 3:30 pm
- Salary Range: \$17.50 /hour
- Expected start date: November 1, 2022

Tasks

- Answers the phone and takes necessary messages
- Advises students on their choice of courses
- Assists professors as needed
- Processes registration requests, payments, refunds, and credit notes
- Responds to email inquiries
- Able to translate basic written information from English to French

Requirements

- Fluency in English and French (written and spoken)
- some clerical experience

- experience in customer service
- Minimum education requirement: DEC in business administration or similar field
- Knowledge of fine-arts would be considered a strong asset
- Advanced knowledge of Microsoft Office suite

The ideal candidate will possess the following skills:

- Communication
- Initiative
- Attention to detail
- Teamwork and collaboration

Why choose the Visual Arts Centre?

- Opportunity to work in a thriving cultural institution and become part of the VAC community
- Located near Vendôme metro and train station, as well as a variety of bus stops
- Chance to work in our beautiful historic building located in the heart of Victoria Village
- Possibility of taking free art courses as an employee
- Join our dynamic team!

Employment Equity

The Visual Arts Centre is aligned with the principles of Employment Equity.

Employment Equity aims to correct systemic barriers to employment and promote the accommodation of designated groups in the workforce.

Employment Equity encourages the establishment of working conditions that are free of barriers, corrects the conditions of disadvantage in employment and promotes the principle that Employment Equity requires special measures and the accommodation of differences for the four designated groups in Canada. The four designated groups include: women, aboriginal peoples, persons with disabilities and members of visible minorities, with the addition of a fifth group, members of the LGBTQ2+ community. For more information on Employment Equity, please consult Employment and Social Development Canada (<https://www.canada.ca/en/employment-social-development/programs/employment-equity.html>), or contact us by email at [info@visualartscentre.ca](mailto:info@visualartscentre.ca)

We encourage applicants who consider themselves members of an aforementioned designated group to self-identify in their application.