Job Posting

**Office Coordinator**

**MOCA Toronto**

The Museum of Contemporary Art Toronto is at the heart of the art ecosystem. MOCA Toronto will be ambitiously inclusive, interdisciplinary, and internationally renowned through our work with artists and a place for everyone to explore, provoke ideas, and challenge the current cultural moment.

We intend to achieve this vision through our mission:

* To present rotating exhibitions and programmes that prioritize twenty-first-century artistic production, primarily through the commissioning of new work.
* To foster active dialogue and participation, celebrate complexity, and serve as an inclusive cultural hub in a hyper-diverse city and world.

Our values guide our work:

* Equitable, inclusive, and accessible
* Artist-centred, interdisciplinary, and process-oriented
* Critical and transformative
* Reciprocal and relationship-based
* Locally rooted and globally connected
* Courageous and responsible

MOCA has been actively adapting to the evolving situation regarding COVID-19 and will continue to do so, ensuring staff and visitor safety and striving to maintain a supportive work environment.

**Position Summary**

Posted on: September 2, 2022

Closing on: September 22, 2022
Location: Toronto, ON
Employment Type: Part time (3 days), permanent

Remote/Onsite: Onsite
Level: Staff/Specialist

Report to: Interim Director of Operations and Interim Director of Finance

Start date: Sept/Oct 2022

Salary: $50,000 per annum, prorated to 3 days per week

Benefits: Health, Dental and Accidental Death and Dismemberment

MOCA is seeking an exceptional individual to join our team as our Office Coordinator. This role will be responsible for the smooth operation of MOCA’s office by providing administrative support to the MOCA team. The Office Coordinator will ensure staff have the resources and materials they need and that administrative systems are efficient, while also contributing to the sustainable growth of the museum enterprise.

**Responsibilities**

**Administration/IT**

* Sort and dispense incoming and outgoing mail.
* Set-up work-issued computers and equipment for incoming staff.
* Issue building access fob and keys to office staff, and maintain records.
* Coordinate office IT resources and systems (phone/wifi/computers/printers), and liaise with external IT and provide technical support to staff as needed.
* Frequently check office and kitchen supply stock; reorder supplies when needed.
* Perform various clerical tasks as needed (file and organize digital and hardcopy paperwork, organize supplies, etc.)
* Monitor administrative email inboxes.
* Support staff with day-to-day IT needs.
* Assist with contract tracking and administration.
* Maintain the organization’s Google Suite account.
* Support in optimizing office space use.

**Finance (Temporary Duties - Maternity Leave Coverage)**

* Process accounts payable and receivable, prepare EFT, wire and cheque payments, and produce sponsorship and rental invoices.
* Reconcile cash and merchant deposits against ticketing and donor management software reports, prepare journal entries to post all receivables to the general ledger.
* Prepare a bank deposit every week, oversee cash floats for the front desk and petty cash.
* Support in the reconciliation of bank accounts and corporate credit card expenses.
* File HST return and WSIB monthly.
* Assist with the annual audit process, liaise with external auditors.
* Assist with the charity return and the annual report preparation.

**Skills and Qualifications**

* 3+ years of experience providing administrative support to a medium-sized office.
* 2+ years of experience in information/digital technology.
* Post-secondary education required.
* Excellent computer skills with proficiency in all Google Suite applications.
* Sound knowledge of IT hardware including computers, phones, wifi and printers.
* Excellent understanding of software systems including network, enterprise, and office programs.
* Demonstrated superior organizational skills, with the ability to manage multiple projects and competing priorities.
* Experience using a CRM database, Plooto, Quickbooks and/or Approval Max an asset.

**Equity and Diversity**
MOCA Toronto advocates equal opportunity for all employees and applicants for employment and is committed to diversity in the workplace.

MOCA Toronto is committed to ensuring that MOCA Toronto is an inclusive space where community members are treated with respect and dignity. MOCA Toronto encourages applications from everyone, including but not limited to women, indigenous peoples, visible minorities, people with disabilities and persons of all sexual orientations and gender identities.

**How to Apply**

Please apply using this [application form](https://form.jotform.com/222436574968267). Only those selected for an interview will be contacted.