



### **Join Our Creative Community: Administrator Wanted**

The Kawartha Potters' Guild (KPG), a vibrant non-profit arts organization in Peterborough, Ontario, is seeking a detail-oriented and proactive Office Manager/Administrator to oversee our daily operations. This pivotal role supports our mission: *To Teach, To Learn, To Share*, by ensuring smooth coordination across administrative, financial, and member services.

### **About Us**

KPG is 150+ members strong and is a dynamic hub for ceramic artists and enthusiasts, offering classes, workshops, gallery exhibitions, and community events. Our facility at 993 Talwood Drive houses a retail gallery, teaching studios, and hosts seasonal sales and summer camps. We are governed by a dedicated Board of Directors and supported by passionate volunteers. The position will report to our Board of Directors.

### **Key Responsibilities**

- **Administrative Oversight:** Manage day-to-day operations, including scheduling, correspondence, and office organization.
- **Financial Management:** Handle bookkeeping tasks such as invoicing, budgeting, and financial reporting.
- **Membership Coordination:** Maintain member records, process applications, and facilitate communications.
- **Event Support:** Assist in organizing classes, workshops, and annual sales events.
- **Communication:** Serve as the primary point of contact for inquiries, ensuring timely and professional responses.

### **Qualifications**

- Proven experience in office administration and bookkeeping.
- Proficiency in Microsoft Office Suite, Point-of-Sale (Shopify, Pay Pal) and accounting software (QuickBooks).
- Strong organizational and multitasking abilities.
- Excellent verbal and written communication skills.
- Ability to work independently and collaboratively within a team.
- Interest or background in the arts is an asset.

### **Why Join KPG?**

Working with KPG offers the opportunity to be part of a creative and supportive community. You'll play a crucial role in promoting the ceramic arts and supporting local artists. Our organization values collaboration, education, and artistic expression.

### **Application Process**

Interested candidates are invited to submit a resume and cover letter detailing their relevant experience to [administrator@kawarthapottersguild.com](mailto:administrator@kawarthapottersguild.com). Please include "Administrator Application" in the subject line. Applications will be accepted until July 1<sup>st</sup>, 2025.

We thank all applicants for their interest however, only those selected for an interview will be contacted.

Join us in shaping the future of the ceramic arts in our community!