



**ENDLESS  
POSSIBILITIES**  
on every  
stage.

JOB POSTING

## Payroll & Benefits Coordinator – Part Time

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We're looking for a Payroll & Benefits Coordinator and we're hoping that person is you! Now it is an exciting time to join our company!

### About Us

The Arts Club Theatre Company is Canada's largest year-round not-for-profit theatre company. The Arts Club offers the best in professional theatre and has staged over 650 productions. Arts Club is grateful to have our offices, rehearsal halls, workshops, and theatres on the unceded, ancestral and traditional shared lands of the  $x^w m \theta k w \acute{e} y \acute{e} m$  (Musqueam),  $S k w x w \acute{u} 7 m e s h$  (Squamish), and  $S \acute{e} l \acute{i} l w \acute{e} t a \text{?}$ /Selilwitulh (Tseil-Waututh) Nations.

We are British Columbia's largest non-profit cultural employer- hiring more than 500 artists, staff, and crew to stage up to 20 shows annually. We educate and cultivate students and theatre lovers of all ages, over 2,500 people engage in our education and professional development programs annually. We support artists and other arts organizations through professional engagement activities, believing firmly that an investment in the industry benefits all. We are a major economic driver in the areas surrounding our venues—our theatres attract a quarter million theatre patrons to dine and shop in the South Granville, Olympic Village, and Granville Island neighborhood.

### Our Mission

To inspire and nurture artists and audiences through cultural experiences that are engaging, thought-provoking, and artistically innovative.

### Our Vision

A community that, through storytelling, is inspired to reflect on who we are and who we can be.

### Our Values

- ❖ **Determination:** We have the drive to continue to move forward, with a respectful nod to our tenacious past and a fearless embrace of our future. It is through this forward momentum that we ensure we are the artistic leaders of our community.
- ❖ **Curiosity:** We have a strong desire to know more; about ourselves, our art, and our patrons. This spirit is reflected in our willingness to make room for diversity of thought. This exploration

of different viewpoints and ideas is reflected in our engagement with each other, with our art, our peers, and our community.

- ❖ **Creativity:** We use our imaginations to explore our artistic practice and champion innovation in all the work that we do. We believe in the depth of our local talent and use our resources to showcase it.
- ❖ **Comradery:** We interact with each other with good-fellowship and levity. Our spirit of generosity and warmth is seen in our empathy towards each other, our artists, our patrons, and our community. This allows us to embrace differences and makes us stronger.
- ❖ **Safety:** The health and well-being of each other and our community informs our work and creates a safe, inviting, and inclusive space for all who enter and interact with us. We commit to constantly review our practices to ensure they are anti-racist and non-discriminatory. We are fiercely dedicated to being an organization that continually respects, champions, and uplifts underrepresented voices in all jobs.

We also strive to provide a safe work environment, both physically and mentally, and we have made ongoing commitments to inclusion, anti-racism and anti-oppression. We want the stories we work together to tell to have nuanced and varied perspectives

## **JOB SUMMARY**

Reporting to the Senior Director of Finance, the Payroll & Benefits Coordinator is responsible for processing the weekly payroll accurately and on time, ensuring compliance with union requirements and tax regulations as well as maintaining accurate records and answering employee questions.

The successful candidate will have knowledge of full-cycle payroll processes, extensive experience with Excel, possess good judgement and a high attention to detail as well the ability to effectively and clearly communicate.

## **DUTIES AND RESPONSIBILITIES**

- Processes weekly payroll, including inputting timesheets and entering employee information into payroll system
- Administers terminations and issues records of employment
- Processes annual T4s and T4As in accordance with CRA regulations
- Administers union deductions and remittances as well as benefits changes and updates
- Handles enquires from employees, government agencies and other organizations regarding employee work history and earnings information
- Responsible for filing documents and show information
- Creates and maintains documentation for processes associated with the position
- Other duties as assigned

## **SKILLS AND COMPETENCIES**

- Ability to maintain confidentiality and to exercise tact and diplomacy in dealing with sensitive information
- A team player with a high level of attention to detail and focus.

- Ability to accurately and efficiently input data into spreadsheets and accounting software in a timely manner
- Ability to analyze information, resolve problems and communicate resolutions
- Ability to maintain positive and effective working relationships with employees and managers

## QUALIFICATIONS AND EXPERIENCE

- Minimum of two (2) years of progressive payroll and benefits experience in a unionized environment.
- Proficient with Microsoft Office 365, specifically Excel with adaptability to learn new applications
- Completion of the Canadian Payroll Association's Payroll Compliance Practitioner (PCP)
- Experience working with Payworks software would be considered an asset
- Experience working with accounting software such as Sage 50 is recommended, but not required

## BENEFITS

- Employee Benefit Plan: Extended Health Care, Dental Care, Life, AD& D & LTD Insurance.
- Vacation pay starting at 6%
- 5 paid sick days off per calendar year.
- 5 additional paid personal days per calendar year, prorated in first calendar year for portion of year worked.
- In addition to statutory holidays, the Arts Club is closed on Easter Monday, Christmas Eve and Boxing Day.
- 4 Complimentary tickets to every production.
- Invitation to dress rehearsals.
- Invitation to first rehearsal, and other artistic initiatives.
- Discount on all bar and concession items in our venues.

## ADDITIONAL DETAILS

**Salary:** \$23-\$28/hour (depending on experience and skills)

**Expected start date:** April 28, 2025

**Employment Type:** Permanent Part-time\* (24 hours per week).

*\*Monday, Tuesday and Wednesday – the successful candidate will be required to work all three days.*

### How to apply?

The Arts Club is fiercely dedicated to being an organization that continually respects, champions, and uplifts underrepresented voices in all jobs; and we strongly welcome and encourage those who self-identify as coming from underrepresented communities to submit.

If this role sounds exciting and you'd like to learn more, please send your resume and cover letter to [humanresources@artsclub.com](mailto:humanresources@artsclub.com) with the subject: Payroll & Benefits Coordinator– Arts Club Theatre Company.

Access and inclusion are deeply important to us. For those who have barriers to access to any part of our process as laid out, please don't hesitate to reach out to us and we will happily work with you to create a process that is accessible to you.

To enhance accessibility, you are also welcome to submit your application in one of the following formats: Word Document, PDF Document, Audio File, Video File, request a face-to-face Zoom application process, or suggest a format that is more accessible to you.

**Application Deadline:** Open until filled.

We thank all who express interest in this position; however, only those selected for an interview will be contacted.

The Arts Club Theatre Company is an Equal Opportunity Employer and hiring decisions are based solely on the merits of the candidates and needs of the "Society".