



JOB POSTING: Administrative assistant/bookkeeper

Posted May 12, 2025. Deadline to apply is June 6, 2025.

Context:

The Creative City Centre Inc. is a non-profit community-based arts centre, operating in Regina, Saskatchewan on Treaty 4 Territory. We were incorporated in 2008, and after 2.5 years of volunteer renovations, opened to the public in May 2011. Since that time, we have presented over 1500 music concerts, visual art exhibitions, poetry slams and open mics, comedy nights, artist talks, film screenings and a variety of workshops or training opportunities for artists. In November 2023, we moved out of our former home and are now renovating a new space at 1819 Cornwall Street.

The new building will have an art gallery, performance space, classroom, artist-in-residence studio, recording studio, and production space for photo and video shoots. It will also be the new home for Common Weal Community Arts, Saskatchewan Arts Alliance, Sâkêwêwak Artists Collective, and Articulate Ink Printmaking Collective. Each of these organizations are non-profits, who require monthly bookkeeping services and financial reporting.

Job Description: Accounting/Bookkeeper

The new Creative City Centre will be re-opening in September 2025, and two months prior to that, we plan to hire a First Nations University student who is majoring in accounting as our in-house bookkeeper. The successful application will be entering monthly transactions, creating financial reports and providing administration assistance to the tenant organizations of our new facility, listed above. They will also provide bookkeeping services to non-tenant organizations including Nuit Blanche Festival.

The successful applicant will have a minimum of two years in a university-level accounting program and will understand the basics of accounting and financial management. They will be proficient in Microsoft Word and Microsoft Excel, as well as equivalents like Google Office and Google Spreadsheet. They will hopefully have a basic understanding of QuickBooks and Sage Accounting software programs, but training can be provided for those specific programs if necessary.

On site training and mentorship will be provided by the CEO of Creative City Centre, with additional input from the Executive Directors of each of the tenant organizations, to ensure the applicant fully understands the reporting requirements of each organization.

This position is funded by a Canada Summer Jobs grant for the months of July and August, and by a Culture Works Canada grant for the months of September 2025 to March 31, 2026. Following that, the position will be paid by the organizations on an ongoing basis.

The hours are flexible, and the starting salary is \$20 per hour. The expectation is that the bookkeeper will work 30 hours per week during the summer, with reduced hours in the fall to accommodate the student's class schedule.

We are looking for someone we can train, who will become a permanent member of our team. The successful applicant will work remotely until the renovations are completed, and from the new Creative City Centre offices once we move into the building. They will be a vital contributor to the sustainability of the organizations and their programming, providing financial management support and timely reports for granting agencies and Boards of Directors of each organization.

This is an excellent opportunity for someone who likes to work with numbers but also likes to work in a creative environment. There will be opportunities to learn event production and arts programming skills.

To apply for this position, please send your resume and cover letter to Marian Donnelly, CEO of Creative City Centre by email to marian@creativecitycentre.ca.

This position is open to students of Indigenous ancestry, newcomers to Canada, visible minorities or women in the STEM field of study. We do prefer business or accounting students, and priority will be given to students of First Nations University of Canada.

The deadline to apply is June 6, 2025. Successful applicants will be contacted for an interview prior to June 20, 2025. The starting date of employment is July 7, 2026.