

Administrative Assistant

Royal Theatre of Bachmania Ltd.

Job ID

39715

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LOCATION	DATE POSTED	EXPIRY DATE	
11338 Chalet Road, North Saanich, BC British Columbia	17-04-2026	14-10-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 28	1 year to less than 2 years	Secondary (high) school graduation certificate

Job Details

Job Overview

Business Name: Royal Theatre of Bachmania Ltd.
Operating Name: Royal Theatre of Bachmania (“RTOBM”)
Work Address: North Saanich, BC
Position: Administrative Assistant (NOC 13110)
Terms of Employment: Permanent, Full-Time (35 hours per week)
Language of Work: English
Wage: \$28/hr

Join Our Team at RTOBM

Royal Theatre of Bachmania (RTOBM) is a dynamic performing arts organization. We are seeking a reliable, organized, and detail-oriented Administrative Assistant to support our day-to-day operations and contribute to the smooth coordination of performances and events.

If you have a passion for administrative work and enjoy working in a creative environment, we would love to hear from you.

Job Description

Key Responsibilities

- Manage executive calendars, including scheduling, performances, meetings, and appointments
- Coordinate communications with performers, musicians, vendors, and clients
- Arrange travel itineraries and accommodation bookings for executives
- Assist with the coordination and scheduling of rehearsals, auditions, and performances
- Support social media management (e.g., Facebook, Instagram, website), including content planning, posting, and basic engagement tracking

Maintain and organize digital and physical files, including production documents, contracts, and company records
Prepare correspondence, reports, meeting agendas, and minutes
Assist with marketing and promotional initiatives, including event listings, newsletters, and audience outreach
Order office and production supplies and maintain inventory levels
Coordinate logistics for projects and events, liaising with external partners
Assist with basic bookkeeping tasks, including organizing receipts, tracking expenses, and maintaining financial records
Provide general administrative support

Employment Requirements

Education: Completion of secondary school (high school diploma required)
Experience: At least 1 year of experience in an administrative, clerical, or office support role is required. Preference will be given to those with experience in the performing arts or creative industries, as well as marketing.

Preferred Skills and Qualifications

Strong organizational and time management skills with attention to detail
Ability to manage multiple tasks and deadlines in a fast-paced, event-driven environment
Excellent written and verbal communication skills
Proficiency in Microsoft Office (Word, Excel, Outlook)
Basic knowledge of social media platforms and content coordination
Positive attitude, adaptability, and willingness to support a collaborative team
Creative mindset with an appreciation for marketing and audience engagement

How to Apply

Interested candidates should submit their cover letter and resume by emailing rtobm.careers@gmail.com

We are an equal opportunity employer and welcome applications from everyone. We especially encourage people from groups that are often underrepresented — such as youth, Indigenous peoples, newcomers, and people with disabilities — to apply. We value different backgrounds and believe diversity makes our team stronger.