



## Three Left Feet Movement Creations

Suite 142, 132-250 Shawville Blvd. SE  
Calgary AB T2Y 2Z7  
tel. (403) 256-6006  
fax: (403) 313-9222  
e-mail: three\_left\_feet@hotmail.com

September 5, 2011

### Arts Administrative Assistant

Three Left Feet specializes in high energy dance workshops for teachers and students. Our innovative approach in schools has won over the hearts and minds of students and teachers across Alberta. This year alone we visited 19 schools and were greeted with over 4000 happy kids. Imagine the possibilities!

Three Left Feet offers an inspiring and positive work environment. We need a thoughtful individual that is willing to work with us in a team atmosphere yet who also has the ability think and act independently. The right person will be self-motivated, adaptive, thorough and can work within a deadline. This demanding position requires excellent written and oral communication skills.

The successful candidate will be responsible for the following:

- **Public Relations and Awareness** - Liaison between company and Alberta schools; school boards; arts foundations; Calgary Parks and Recreation; the media; MLAs & MPs; and other organizations as necessary.
- **Graphics Design** - In cooperation with the other members of the administrative team and our designer the successful candidate will design, layout and be responsible for printing of yearly school/performance media as well as manage information on the web.
- **Reception** - Answering the telephone and responding to e-mails.

Your background should contain the following qualifications:

- Enthusiastic supporter of dance and arts in Alberta
- Post-secondary education
- 1-2 years work experience in a related field
- Must have a car and a valid drivers' license

This is a temporary contract position for 8 months. There is a possibility of extension. We will keep searching until we have the right person. Please e-mail your cover letter and resume to Allara Gooliaff-Artistic Director at the following address: three\_left\_feet@hotmail.com with your name in the subject line.

THREE LEFT FEET MOVEMENT CREATIONS IS A REGISTERED, NON-PROFIT  
CHARITABLE ORGANIZATION.

*Every 'body' can dance!*