

## **FULL-TIME JUNIOR DATABASE ADMINISTRATOR**

Department: Information Technology

Status: Full-Time

Hours: 40 Hours/Week

*The Royal Winnipeg Ballet is committed to an inclusive and diverse environment that values, respects and supports all individuals. We aim to have a workforce representative of the diversity within our community, and welcome and encourage applicants from various backgrounds including women, Indigenous people, racialized people, disabled people, people of all sexual and gender identities and others who may contribute to further diversification endeavors.*

### **SUMMARY STATEMENT**

The Junior Database Administrator works with the Database Administrator to design database infrastructure and troubleshoot database systems. This position serves as the primary contact for the RWB School Tessitura troubleshooting, and is responsible for managing the RWB School systems, class builds, reporting, and customizations.

### **DUTIES AND RESPONSIBILITIES**

- Assist the Database Administrator with the Tessitura Education Project implementation and roll-out.
- Serve as the primary point of contact for troubleshooting Tessitura for the School.
- Train users on basic Tessitura processing and functionality, providing staff with troubleshooting tools.
- Support the Database Administrator in maintaining the General Ledger Codes, Funds, Campaigns, Source Codes, Elevated Events, Attributes, Constituencies, and other essential elements of the Tessitura database.
- Work with School Leadership on creating schedules for annual performance and class builds.
- Perform quality control audits to ensure accuracy and completeness, ensuring data integrity issues are identified and proactively addressed.
- Support the Database Administrator on the implementation of Tessitura system security, including required confidentiality documentation and procedures, and user and group profiles.
- Assist the Database Administrator in determining technology training needs and developing appropriate training materials.
- In the absence of the Database Administrator, service as a primary point of contact for all issues related to the Tessitura system.
- Support the School with annual registration as required.
- Other duties as assigned.

### **WORKING CONDITIONS**

The Junior Database Administrator works in an office environment utilizing standard office equipment and sits for extended periods of time performing keyboarding activities, developing complex system tables and detailed reports. This position has the ability to work in a hybrid capacity and may be required to be on-call for system maintenance.

## EDUCATION AND QUALIFICATIONS

- Post-Secondary education in Computer Science, Database Administration, or Information Technology; equivalent experience in system/database administration with SQL-based enterprise systems may be considered.
- Knowledgeable of techniques used to troubleshoot equipment and software applications.
- High level Excel experience and advanced computer skills required.
- Experience working in a fast paced environment with shifting priorities.
- Basic knowledge of processing procedures and methods.
- Background working with CRM databases; Tessitura experience preferred.
- Experience working in a non-profit sector or school setting an asset.
- Clear Child Abuse Registry Check and Criminal Background Check.

## SKILLS AND SPECIFICATIONS

- Excellent listening and communications skills providing clear and concise instruction.
- Demonstrated organization and project management skills.
- Knowledge of the principles of business English, punctuation, spelling, and grammatical usage.
- Ability to translate complex technical concepts to non-technical users.
- Solid time management, multi-tasking, and effective decision-making skills.
- Ability to work independently and collaboratively with various teams.
- Highly detail oriented with critical thinking skills.

## APPLICATION INSTRUCTIONS

If you are qualified for this position, please apply to **People Services** at [peopleservices@rwb.org](mailto:peopleservices@rwb.org). Candidates must submit a cover letter that showcases your personality and fit for the role, and resume. We thank all applicants for their interest; however only those selected for an interview will be contacted.

*The Royal Winnipeg Ballet is committed to providing accessible employment while ensuring our recruitment process is barrier free. Accommodations are available upon request for candidates participating in all aspects of the assessment and selection process. Requests for accommodation can be sent to [peopleservices@rwb.org](mailto:peopleservices@rwb.org).*

**Closing Date:** 4:00PM January 20, 2023

**As part of the Royal Winnipeg Ballet hiring process, successful candidates will be required to provide proof of full COVID-19 vaccination and submit a satisfactory Criminal Background Check and Child Abuse Registry Check.**