



The Lane School of Music is hiring for the position of Tech Assistant.

Duties:

- Updates and maintenance to the LSM website
- Updates and maintenance to LSM forms using the Jotform platform
- Assistance with Google Workspace programs, including but not limited to formula updates in Google Sheets
- Managing the Google Workspace admin console
- Assist with updates and maintenance in the Salesforce platform
- Other duties as assigned

Pay:

- \$20/hr starting rate with employee status (CPP and EI deductions)

Hours:

- Mandatory attendance at weekly team meetings
- Flex hours outside of team meetings, some restrictions apply
- 5-10 hours per week

The Tech Assistant reports to the Operations Manager of The Lane School of Music

To apply email resume and cover letter to Isabella Czynnyj, subject line "Tech Assistant Application"

We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.