

Art Gallery of Mississauga Position Posting:

Employer: Art Gallery of Mississauga

Position: Marketing and Communications Assistant | Summer Student Position

Duration: May 29, 2017 to August 18, 2017

Compensation: \$12.00

Hours: 40 hours per week

General Work Hours: Monday – Friday 9:30 am – 5:30 pm

Weekend & evening work may be required

Language: English

Job Description:

The Marketing and Communications Assistant will build on their existing education and experience in communications, design and arts administration while learning more about all aspects of the daily operations and communications practices of a not-for-profit public art gallery, from creating engaging and accessible promotional materials for dissemination to assisting in the development of effective marketing and outreach strategies. The key roles and responsibilities of the position will be to assist with the organization and archiving of gallery documentation and promotional content for the AGM website. In addition, the Marketing and Communications Assistant will assist with day-to-day administration and communications-related tasks, including social media and audience outreach. The selected candidate will be a vital part of activating the gallery's mission of bringing art to the community and the community to art.

In this role the selected applicant will gain firsthand knowledge of day-to-day gallery operations, with a particular focus on developing a fundamental understanding and appreciation of the work involved in development and production of promotional materials for exhibitions and related programming at a small art institution. The Marketing and Communications Assistant will serve as a public face of the gallery and will be a first point of contact for visitors. The selected applicant will build on existing technical and administrative skills and will gain practical, hands-on knowledge related to marketing, event planning, audience engagement and documentation practices. The Marketing and Communications Assistant will learn about the many ways a public institution can connect with diverse audiences and create a strong community of supporters.

Main projects will include:

- Assist the Marketing and Communications Coordinator with research, image formatting, website development, design / production of promotional materials and digital communications for various platforms
- Serve as the public face of the gallery for visitors; engaging with and touring Gallery visitors, providing information and assistance, including answering questions regarding the AGM's exhibitions and programming
- Assist with education, engagement and community projects
- Managing reception and administrative duties; including handling membership requests and promoting AGM membership

- Attend weekly team building meetings; discuss snap shot of current projects, strategies, goals and opportunities.

The ideal candidate should:

The ideal candidate will be enrolled in a field of study such as Communications, Graphic Design, Arts Administration, Studio Art or a related field. Previous volunteer or work experience in a visual arts organization or public arts and culture setting would be a strong asset.

The candidate should possess a strong interest in arts administration, contemporary art and community programs. The candidate must be friendly, outgoing, have a sense of humour and enjoy working with diverse communities. They should have the ability to multi-task and problem solve, work effectively both independently and in a collaborative team environment, set priorities, perform as a keen self-starter, as well as follow directions, seek and accept feedback. The candidate needs to have strong verbal and written communication skills and welcome the challenge of working in a fast paced, eclectic, team environment full of change and progress.

The selected candidate will have strong working knowledge of both Windows and Mac operating systems, be proficient MS Office, have experience with relational databases and social media platforms / management. Familiarity and experience with Adobe Creative Suite (Photoshop, InDesign, Illustrator and Dreamweaver) would be a strong asset.

The AGM encourages applications from candidates who reflect the diversity of the Gallery and the City of Mississauga.

Please email a cover letter and resume with "Marketing and Communications Assistant" as the subject line to:

Art Gallery of Mississauga
300 City Centre Drive
Mississauga, ON L5B 3C1
agm.connect@mississauga.ca

Application Deadline: May 15, 2017

Start Date: May 29, 2017

Due to the high volume of applications, only those applicants selected for an interview will receive a response.