

Art Gallery of Mississauga Position Posting:

Employer: Art Gallery of Mississauga

Position: Gallery Assistant – Audience Engagement and Outreach | Summer Student Position

Duration: May 28, 2018 to August 17, 2018

Number of Weeks: 12

Compensation: \$15.00

Hours: 40 hours per week

General Work Hours: Mon, Tues, Wed, Fri 9:30 am – 5:30 pm | Thurs: 12:00 – 8:00 pm |

Saturday, Sunday 12:00 – 4:00 pm; Weekend & evening work will be required during gallery events

Language: English

Job Description:

The Gallery Assistant will learn all arts administration operations and programming practices of a not-for-profit gallery, giving them a wealth of experience in all aspects of running a public art gallery; from creating an exciting, positive experience for Gallery visitors by animating the space, providing tours and answering questions for the AGM's diverse publics, to assisting in the day to day work of managing gallery operations such as event coordination and membership mailings. The key thrust of the role will be to enhance visitor experience in the gallery, and outreach to and engagement of Mississauga residents with the AGM, fulfilling the Gallery's mission to bring art to the FIRST Peoples, NEW Canadians and NEXT generation communities of Mississauga and the GTA.

The main objectives are for the selected applicant to gain firsthand knowledge of day to day gallery operations; to serve as point of first contact at reception and enhance the visitor experience in the Gallery, thus gaining vital client relations and visitor engagement skills. They will gain practical skills related to programs and events, development, fundraising and outreach, which will allow them to learn about the many ways a public institution can connect with diverse audiences and create a strong community of supporters. The selected applicant will learn the importance of the many avenues of communication between an institution and its members and publics, including in person, through mailing lists, social media and online platforms.

Main projects will include:

- Engaging with and touring Gallery visitors including answering questions regarding the AGM and the exhibitions
- Assist in the planning and delivery of education and outreach programs and events

- Assisting in creating awareness of programmatic initiatives through designing/ proofing promotional materials; develop social media content for raising awareness
- Managing reception and administrative duties; handling membership requests
- Assisting with planning and execution of membership campaigns and programs, promoting AGM membership at public events and through community outreach
- Attend weekly team building meetings; discuss snap shot of current projects, strategies, goals and opportunities.

The ideal candidate:

The ideal candidate will be enrolled in a field of study such as Arts Administration, Studio Art/Art History Not-for-profit management, Arts Education, Museum/Curatorial Studies, or a related field. Previous volunteer or work experience in a public arts and culture would be a strong asset.

The candidate should possess a strong interest in arts administration, contemporary art and community programs. The candidate is friendly, outgoing, and enjoys working with diverse communities. They should have the ability to problem solve, work effectively both independently and in a collaborative team environment, set priorities, perform as a self-starter as well as follow directions, seek and accept feedback. They should 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 a strong working knowledge of both Windows operating system, and be proficient MS Office, have experience with relational databases and social media platforms/management. Familiarity 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's and Mississauga's communities. Eligible candidates must be registered with YCW and meet all eligibility requirements as stipulated by the funding agency Young Canada Works in Heritage Institutions. See criteria here: <http://canada.pch.gc.ca/eng/1459433313024>

Please note that availability and duration of the position are conditional on funding through the Young Canada Works Summer Jobs for Students Programme.

Email a cover letter and resume with "Summer Intern | Gallery Assistant – Audience Engagement" as the subject line to: agm.connect@mississauga.ca

Application Deadline: 11:59 pm EST, Sunday, May 13, 2018

Start Date: May 28, 2018

Due to the high volume of applications, only those applicants selected for an interview will be contacted.