

Art Gallery of Mississauga Position Posting:

Employer: Art Gallery of Mississauga

Position: Marketing and Communications Assistant | 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: Monday – Friday 9:30 am – 5:30 pm; however occasional 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 Assistant will gain an appreciation of the work involved in development and production of promotional materials for exhibitions and related programming at a small art institution. A particular focus of this position will be assisting the Marketing and Communications Coordinator in a web design project. 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 Marketing and Communications Assistant will be a vital part of activating the gallery's mission of bringing art to the community and the community to art, and 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
- Assisting the Marketing and Communications Coordinator in designing/proofing of print and digital promotional materials; update and develop website and social media initiatives
- Assist in the planning and delivery of marketing campaigns and events
- Serve as a public face of the AGM, promoting AGM exhibitions and programmes at gallery events, online and through social media
- Covering reception and administrative duties when required; providing visitors with information on the gallery, exhibitions and programming

- 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 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 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 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) is required.

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 "Marketing and Communications Assistant" 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.