



## Art Gallery of Mississauga | AGM Employment Opportunity

**Position:**           **Communications & Gallery Assistant**  
16 hours per week (3-month contractual position)

### **Job Description**

The position is central to supporting the gallery's overall communications activities. The Assistant will help build public awareness of the gallery and its programming, locally and regionally. The position will implement and manage social media programs as well as work to animate the physical space of the Gallery with audience relationship building and event management.

The role involves research and activation of trending new concepts with projects, developing and improving marketing and digital knowledge. Another important goal of this position is to assist in curatorial coordination to deliver exhibitions and programmes that enhance visitor experience.

Knowledge of PC, MAC and other digital software are crucial. This position is to present the Art Gallery of Mississauga to the global, regional and local art world with a dynamic social media output and presence. All communication is professional to increase visitors and in house audience numbers to exhibitions and programmes, and to create awareness of AGM as hub of arts and culture in Mississauga.

### **Responsibilities**

- Manage the gallery's online media presence. Develop backgrounders, media releases, updates for website & social media (Instagram; twitter; facebook; etc.) to ensure appropriate media coverage
- Lead content development for the website and blog with latest news and community stories to highlight the breath of AGM's portfolio, partnerships and programme
- Provide digital graphics and signage for events, projects related to programming and exhibitions
- Design and coordinate publishing schedules and distribution of various print and electronic marketing materials including e-newsletters, reports, invitations, brochures and presentations
- Research curatorial and programming streams and work with staff to ensure cohesive messaging as it relates to the portfolio needs and priorities
- Assist with curatorial coordination for on-site and off-site exhibitions
- Key liaison for coordinating gallery events logistical requirements, pre-event set up, onsite execution and tear down

## **Requirements**

- A degree/background in arts administration and museum studies is desirable
- Superior communication skills, oral and written, with a keen eye for detail
- Exceptional follow-up skills as related to communication, sample preparation, digital presentations, etc.
- Exceptional computer skills including graphic design skills, data-base management and web content management and social media networking tools, and fluency with Microsoft Office, Adobe CS software, Photoshop, InDesign, Dreamweaver
- Ideally two years professional experience in a marketing/communications/media relations
- Excellent organizational and time-management skills and the ability to multi-task
- Ability to work in a collaborative team environment
- Ability to communicate effectively with visual arts experts, as well as general-interest media
- Experience in the visual arts and/or non-profit sector are preferred

**The deadline for applications is October 3, 2018, 5:00 pm**

This is a 3-month contractual position, 16 hour per week with a possibility of extension. Start date: Immediate. Please send your cover letter, resume and three employment related references as a single document to: [agm.connect@mississauga.ca](mailto:agm.connect@mississauga.ca) with "Application for Communications & Gallery Assistant" as subject line.