

**Art Gallery of Mississauga Position Posting:**

Employer: Art Gallery of Mississauga

Position: Community Project Coordinator

Duration: 12 weeks

Compensation: \$15.00 per hour

Hours: 25 hours per week

General Work Hours: Monday – Friday 9 am – 5 pm | Thursday 12 – 8 pm; Saturday, Sunday 12 – 4 pm

Weekend & evening work will be required during Gallery events

Language: English

**About the Organization:**

The Art Gallery of Mississauga (AGM) is a public, not-for-profit, art gallery located in the Mississauga Civic Centre. The AGM is committed to presenting stimulating exhibitions which are aesthetically strong and intellectually challenging alongside multi-platform ancillary events. As a centre for community building, the gallery is envisioned to energize the cultural producers of Mississauga and beyond.

**Job Description:**

The Art Gallery of Mississauga is looking for a Project Coordinator to help execute a Community Arts Project. The Coordinator will manage the smooth running of the project in the participating community centres. The position requires working closely with the AGM's Community Activator, the lead artist and other artists in the team to ensure optimal delivery of the project objectives.

**Description of Tasks:**

- Plan and manage a community workshop calendar in coordination with the Community Activator and lead Artist
- Take a lead role in planning and coordinating all aspects of community workshops
- As key liaison between the artists and the community participants, manage multiple stakeholder relationships
- Undertake documentation including Field Notes and regular reporting on the progress of activities
- Assist the Community Activator with the development of marketing materials for the project

**The ideal candidate:**

The ideal candidate will have a background in arts 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 and community programming. The candidate must be friendly, outgoing and enjoy working with diverse communities. They should be flexible in terms of time commitment, as the role may involve working evenings or weekends. Strong coordination and verbal and written communication skills are requirement for this role. Knowledge of a language other than English will also be an asset. A valid drivers' license and use of personal vehicle will be required.

The AGM encourages applications from candidates who reflect the diversity of the Gallery's and Mississauga's communities.

Please email a cover letter and resume to:

Art Gallery of Mississauga  
300 City Centre Drive  
Mississauga, ON L5B 3C1  
[agm.connect@mississauga.ca](mailto:agm.connect@mississauga.ca)

Use "Community Project Coordinator" as the subject of your e-mail.

Application Deadline: March 10, 2017

Start Date: May 02, 2017

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