



Art Gallery of Hamilton

POSITION: Project Coordinator, Outreach - AGH Film Festival
SUPERVISOR: Coordinator, Film & Programs
CLASSIFICATION: Support

The Art Gallery of Hamilton, one of the oldest and largest art museums in Southern Ontario, is seeking an Project Coordinator for the 2019 AGH Film Festival. The AGH Film Festival takes place over eleven days from October 17 – 27, 2019. Since 2009 the AGH Film Festival has been a highly anticipated event, attracting an audience of approximately 10,000 with over 60 screenings of international award winning films presented at venues across the greater Hamilton area.

Reporting to the AGH Film & Programs Coordinator, the Project Coordinator – Outreach will work with AGH and Festival staff to support the administration, promotion, planning, and execution of events and screenings.

This contract position will commence Monday July 29th and end Friday November 1st, 2019. The contract will be part time to begin and will transition to fulltime hours at the end of August, for a total of 400 hours. This position requires frequent weekend and/or evening work required, as well as moderate lifting, shipping and handling.

Responsibilities

Outreach

- Assist in the development of a digital marketing strategy;
- Build partnerships with local restaurants, hotels and other businesses to promote audience engagement;
- Develop and implement strategies to promote the festival outside of the Hamilton area;
- Coordinate distribution of promotional materials;
- Actively reach out to community groups and organizations to explore partnership opportunities;
- Assist with sponsorship, advertising and fundraising efforts;
- Oversee and maintain community partner relations via e-mail and phone and respond to inquiries in a timely manner as they arise.

Event Planning

- Assist in planning of festival signature events around the city;
- Lease with local businesses in the development and execution of events;
- Work with all AGH staff and Festival volunteers to ensure that all required materials for events are stocked and available;
- Ensure technical requirements of events and screenings are met, including assisting with setup and takedown as required.

Logistics

- Provide exceptional customer service to Volunteers and the general public while assisting at or managing events and screenings;
- Distribute promotional materials (festival posters, program guides, and signage) in assigned areas throughout Hamilton and the Golden Horseshoe;
- Drive VIP guests to and from Festival venues as required.

Requirements

- Previous experience in an event coordination/planning position;
- Superior verbal communication, interpersonal, and teamwork skills;
- Self-starter able to work independently and without supervision;
- Excellent organization skills and high attention to detail;
- The ability to take initiative and manage multiple projects simultaneously;
- Ability to meet deadlines;

- Outstanding customer service skills;
- Excellent computer skills; comfortable working with Adobe Creative Suite, Microsoft Office and social media. Video editing skills are an asset;
- Must have own laptop, valid Ontario driver's license, and daily access to your own car during regular work hours and extended evening and weekend hours for the duration of the contract.

Interested applicants can email a cover letter and complete resume to hr@artgalleryofhamilton.com prior to the application deadline of Thursday, July 17, 2019.

As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse population we serve. The Art Gallery of Hamilton is committed to providing accommodations throughout the recruitment process. If you require accommodation, please notify us and we will work with you to meet your needs. We encourage applications from all qualified individuals; however, only those under consideration will be contacted