



POSITION: Film Program Assistant
SUPERVISOR: Curator, Film Program
CLASSIFICATION: Support

The Art Gallery of Hamilton, the oldest and largest art museum in Southern Ontario is looking for a Film Program Assistant to join the team. Conveniently located in the heart of downtown Hamilton, the Gallery's renowned permanent collection, state-of-the-art facilities and variety of outstanding exhibitions make the AGH an unparalleled choice for any special event or corporate function.

The Art Gallery of Hamilton seeks a well-organized and highly motivated individual for the position of Film Program Assistant. The position, reporting to the Film Curator, will be responsible for assisting in the development and operations of film and special events at the Gallery.

The AGH Film Program has been presenting feature film screenings, experimental media, and short format works for two decades; anchored by a year-round film series, a ten-day annual film festival, outdoor summer screening events, and film and media based school program.

The Film Program Assistant will plan, organize and assist in the management of Film Program events in coordination with other staff and volunteers, and will work with the AGH's Film Curator to train volunteers, manage budgets, coordinate and implement summer events. The key event in which the Film Program Assistant will participate will be Photophobia. Currently entering its 14th year, Photophobia is a showcase of short-format experimental film and new media, and is a key event for emerging, avant-garde, and regional media makers. The Film Program Assistant will participate in other film-related activities as they arise.

The ideal candidate will be an upper year student in university or college program in Film, Media, Art, Cultural Studies, Event Management or Museum Studies. They will have a specific interest in film, media, or public gallery work; extensive personal experience with special events is an asset. Excellent organization skills, high attention to detail and strong computer skills are an asset. The successful candidate will be required to submit a police check.

*Please note that at the time of posting the Art Gallery of Hamilton remains closed to the public and as such this position will be primarily based at home. Should restrictions allow, a return to the office may occur.

Applicants must register and apply through the Young Canada Works portal <https://young-canada-works.canada.ca/Account/Login> by Friday May 14th, 2021.

We encourage applications from all qualified individuals; however, only those under consideration will be contacted

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.