



Join the 2021 AGH Film Festival Team!

Situated on the traditional territories of the Erie, Neutral, Huron-Wendat, Haudenosaunee and Mississaugas, the Art Gallery of Hamilton is one of Canada's longest-running arts organizations and has grown, changed and developed along with the many communities it serves. Each year the Gallery hosts The AGH Film Festival, Hamilton's largest festival of international, independent, and Canadian film. Over the last 10 years, we have welcomed over 50,000 attendees, screened 300 films and worked with more than 100 community and corporate partners to bring premium cinema to the region. This year's festival takes place over ten days from October 15th to 24th, 2021.

We are proud of the work we are engaged in and recognize that the work continues. We are organizationally committed to improving equity both within our institution and across our sector. We encourage applicants from all equity-seeking communities to apply, with priority given to Black, Indigenous, and people of colour, recognizing that both lived and learned experiences will inform the success of this role.

The Art Gallery of Hamilton is looking to build its 2021 AGH Film Festival team. These positions are all full-time contract positions, lasting anywhere from three to ten weeks depending on the role. All positions will end by the end of October 2021. The positions require frequent weekend and/or evening work leading up to and during the AGH Film Festival and will be a combination of remote and in person work. Positions for this year's Festival Team include:

Technical Coordinator – August 30th to October 29th, 2021

Application Deadline: August 13th, 2021

The Technical Coordinator will support the administration, promotion, planning, and execution of events and screenings theatrically and online. They will be responsible for planning and overseeing all technical requirements of the film festival, including the implementation and management of the online strategy.

We are seeking an individual who has experience working with digital cinema projectors and sound systems in a professional theatre setting. If you enjoy working hard to plan, implement and provide a great experience then this role could be for you. This role will be a hybrid role, with some time spent working remotely from home (you need to have your own equipment) and working in person during the festival if provincial guidelines allow.

Ticketing & Front of House Coordinator – August 23rd to October 29th, 2021

Application Deadline: August 13th, 2021

The Ticketing & Front of House Coordinator will work with AGH and festival staff to ensure all ticketing, customer service and box office requirements are fulfilled. They will be responsible for the development, implementation and management of the ticketing procedures, track day to day sales, produce reports and work with venue partners to ensure accurate and consistent practices. In addition, they will be responsible for the preparation, training and oversight of the Front of House volunteer team.

We are seeking a "people person" who also has an interest in spreadsheets and data and can multi task in their sleep. If you enjoy working hard to plan, implement and provide a great experience then this role could be for you. This role will be a hybrid role, with some time spent working remotely from home (you need to have your own equipment) and working in person during the festival if provincial guidelines allow.

--

Digital Content Coordinator – September 13th to October 24th, 2021 Application Deadline: August 13th, 2021
<i>The Digital Content Coordinator will develop and manage digital assets that will be used leading up to and during the Film Festival. The Content Production Coordinator should have experience creating, editing and producing video content for social media, digital marketing and on-screen promotion.</i>
<i>We are seeking a creative, self-starter with experience in DCP format content creation. The ideal candidate will be able to balance working remotely using their own equipment with working collaboratively in a small team. They will have excellent organization skills, an eye for details and be deadline driven.</i>

Festival Assistant – October 4th to 24th, 2021 Application Deadline: September 3rd, 2021
<i>The Festival Assistant will work closely with the Festival team providing support to the administration and execution of events and screenings. They will provide on-site support for in-person screenings, acting as a staff lead overseeing Front of House logistics, ticket sales, volunteer management and visitor experience.</i>
<i>We are seeking a hands-on, hard worker, who prides themselves on being proactive. If you can juggle multiple priorities, solve problems on the fly and maintain a smile for the guests then this role could be for you. COVID-19 restrictions allowing, this role will be predominately on-site.</i>

Interested applicants should submit a resume to hr@artgalleryofhamilton.com prior to the application deadline listed for the position of interest. Please make sure to note the position title in the subject line of your email. We encourage applications from all qualified individuals; however, only those under consideration will be contacted

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.