



**POSITION:** Coordinator, Human Resources & Operations

**SUPERVISOR:** Director, People & Operations

**CLASSIFICATION:** Support

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. The Gallery delivers exhibitions accompanied by a range of programs and activities geared to encourage access, promote education, and inspire discussion among increasingly diverse audiences both in the immediate region and beyond. Our current and projected exhibition program foregrounds a diverse representation of art and artists from the region. We encourage global conversations by situating regional practices within broader social, cultural and political discussions.

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 welcome a Coordinator, Human Resources and Operations to join the team.

The Coordinator, Human Resources & Operations provides administrative and operational support for the People & Operations team, including finance, IT, safety & security and building operations, but with a primary focus on Human Resources. This role will work closely with the Director, People & Operations on all aspects of HR, from recruitment and onboarding, to policy review and training. In addition, this role will be responsible for payroll and benefit administration and will play a leadership role on the AGH Equity Committee.

This is an ideal role for a recent grad who is looking to gain experience within the HR function. The successful candidate will have their CHRP designation and some experience working in an office or cultural environment. They will have the ability to interact and work with a diverse group of individuals in a calm, professional and supportive manner. Ideally, they have experience with payroll, a CPA designation is wonderful, but not required and have experience with ADP Workforce Now. Experience with the Microsoft platforms, including Teams and SharePoint is preferred. Ideally, we are seeking someone who is creative, passionate about the arts and has a demonstrated commitment to equity and inclusion.

The role is a 1-year contract, based on part-time hours (28 hours per week) and will require occasional evenings and weekend commitments. Salary range for this role will be between \$32,000 and \$35,000.

*Interested applicants can email a cover letter, and resume to [hr@artgalleryofhamilton.com](mailto:hr@artgalleryofhamilton.com) prior to the application deadline of 11:59pm Sunday, October 31, 2021. 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.*