



POSITION: Coordinator, Wedding and Event Services

SUPERVISOR: Manager, Wedding and Event Services

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 AGH Wedding and Event Services department oversees hundreds of events each year, from internal events for the AGH, including exhibition openings, film screenings and education events, to corporate boardroom meetings for 10 or cocktail receptions and weddings for 200 guests. Our unique spaces offer guests a one of a kind experiences surrounded by historical and contemporary art.

As a Wedding & Event Services Coordinator you will work closely with the team on the planning, implementation and evaluation of events, provide day of event management, assist with administrative duties including database management, event specification sheets, invoicing and post event follow-up, participate in client meetings, assist with supply ordering, and many other duties on an as needed basis. This role is involved in all aspects of event planning from initial consultation through to execution and follow-up.

We are seeking an exceptionally organized and outgoing individual who is committed to providing superb customer service and thrives in a fast paced environment. The successful candidate will be creative, have an eye for detail and love everything about the events industry. They will have 3 to 5 years of experience in the industry combined with food and beverage service experience. The role is full-time (35 hours per week) including evening, weekend, and holiday work. Salary range for this role is \$38,000 - \$45,000, dependant on experience, plus competitive benefits and vacation.

Interested applicants can email a cover letter and resume to hr@artgalleryofhamilton.com prior to the application deadline of Sunday, April 10th, 2022. 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.