



POSITION: Ticketing Coordinator, AGH Festival
SUPERVISOR: Lead, Festival 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.

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 will be hosting the first AGH Festival which will take place from October 14th to 23rd and will feature a wide range of creative genres including: visual art, music, live performances and craft.

The Art Gallery of Hamilton is looking to welcome a new member to the festival team. Reporting to the Lead, Festival Operations, the Ticketing 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.

This is a contract position, based on 35 hours per week and pays \$18.00 per hour, expected to begin September 5, 2022 and end October 28, 2022. 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 position requires access to a car and a valid Ontario driver's license, frequent weekend and/or evening work required.

Interested applicants can email a cover letter, and resume to hr@artgalleryofhamilton.com prior to the application deadline of Friday August 26th, 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, priority will be given to those candidates representing equity seeking communities. 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.