



POSITION: Coordinator, Social Media

SUPERVISOR: Head, Marketing & Communications

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.

The Art Gallery of Hamilton is looking for a Coordinator, Social Media to join its Marketing 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 place to work.

Reporting to the Head of Marketing & Communications, and in accordance with the objectives, policies, and strategic plan of the Art Gallery of Hamilton, the Social Media Coordinator will work closely with the Marketing team to deliver a cohesive social media presence for the Gallery and generate buzz and engagement to attract people to the AGH. The Coordinator will develop and manage unique content for a variety of social media channels including: Instagram, Facebook, Twitter, and Tiktok. Highlighting the unique and engaging programming and services offered by the Gallery and keeping up with online communications and trends as needed.

We are seeking a dynamic team player who is well versed in managing multiple social media channels simultaneously, specifically for a mid-size institution. The ideal candidate will have experience in managing multiple projects, have strong communication and interpersonal skills, a good eye for design, and have the required photography and video skills in order to create content on the go. The role is full-time (35 hours per week) including occasional evening, weekend, and holiday work. Salary range for this role is \$35,000 - \$38,000, dependent on experience, plus competitive benefits and vacation.

Interested applicants can email a cover letter and complete resume to hr@artgalleryofhamilton.com prior to the application deadline of September 1st 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.