



POSITION: Event Assistant

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.

The Event Assistant will provide support to the Wedding and Event Services team. They will be responsible for managing inventory related to AGH events, bar and café services. The Event Assistant will work closely with the team to complete administrative tasks, such as invoices, contracts, event detail sheets and assist with on-site event support during events.

We are seeking an exceptionally organized individual with a meticulous attention to detail. The ideal candidate will have a customer-service oriented approach with strong planning and multi-tasking abilities. They will have a minimum of 2 years experience in the bar and hospitality industry with demonstrated strong communication and interpersonal skills. The ability to lift up to 35lbs is essential for this role. The role is a 12-month part-time contract position (21 hours per week), including evening, weekend, and holiday work. Salary range for this role is \$22,000 - \$24,000, dependant on experience, plus vacation.

Interested applicants can email a cover letter and resume to hr@artgalleryofhamilton.com prior to the application deadline of April 22nd 2024. 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.