



POSITION: Coordinator, Festival Marketing

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 is looking for a Coordinator, Festival Marketing to work with the Programming and Marketing teams on a short-term contract supporting the AGH art+music+food Festival. This dynamic Festival immerses visitors in a world of creativity, featuring multimedia visual art, live performances, storytelling, and a rich variety of music. Interactive workshops will engage artists and visitors of all ages, offering hands-on experiences that connect the community with arts and culture in meaningful ways.

This position will assist in the planning, execution, and evaluation of the festival's marketing campaign, with additional responsibilities in community outreach and promotion. It is well-suited to a creative, organized, and community-focused professional with experience in marketing and event promotion who is seeking a short-term engagement. The role will also include a range of administrative tasks in support of departmental operations.

The successful candidate will have strong writing, editing and content creation skills, proficiency with social media platforms and scheduling tools, and familiarity with Canva, Adobe Creative Suite or similar design tools. They should be highly organized, detail-oriented and able to manage multiple deadlines. Ideally we are seeking someone who is creative, passionate about the arts and has a demonstrated commitment to equity and inclusion.

This is a short-term project-based contract position, expected to begin September 2, 2025 and end November 29, 2025. Hours are a combination of part-time and full-time; 14 hours per week for 11 weeks, followed by two weeks of fulltime hours (November 10-23) during the festival. The hourly rate is \$22.00. This position will require weekend and/or evening work as required.

Interested applicants can email a cover letter and complete resume to hr@artgalleryofhamilton.com prior to the application deadline of August 4th, 2025. 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.