



POSITION: Executive Assistant
SUPERVISOR: President and CEO
CLASSIFICATION: Support

Situation on the Treaty Lands and Territory of the Mississaugas of the Credit First Nation, and the Traditional Territory of the Erie, Neutral, Huron-Wendat, and Haudenosaunee, 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 committed to advancing equity, diversity, inclusion, and accessibility within our organization and across our sector. We welcome applications from individuals belonging to equity-deserving communities and encourage Black, Indigenous, and racialized candidates to apply. We recognize that both lived and learned experiences meaningfully contribute to success in this role and will be valued in our assessment process.

We are currently recruiting for a part-time (21 hours per week) Executive Assistant.

The Executive Assistant serves as a key support to the President & CEO, the Board of Directors, and the Senior Management Team. This role is responsible for high-level executive coordination, including calendar/schedule management, preparing materials for meetings and public engagements, and ensuring clear, timely communication with internal and external stakeholders. The Executive Assistant also provides essential support to the Board of Directors by coordinating governance processes, maintaining accurate documentation, and facilitating all Board and committee activities.

In addition, the Executive Assistant oversees several core administrative functions. These include coordinating travel, managing expense reporting, maintaining shared office spaces, and contributing to organizational initiatives. The role is highly collaborative, working closely with departments across the gallery to uphold operational excellence and advance institutional priorities.

The ideal candidate will have significant Executive Assistant experience including 3–5 years of experience directly supporting C-suite leaders and experience with Board support or corporate governance. This position requires a highly organized, proactive professional who can anticipate needs, streamline operations, and ensure the smooth functioning of a dynamic leadership environment.

The role is part-time (21 hours per week) Monday to Friday, with occasional weekend and evenings required; predominantly on-site. Salary range for this role will be between \$42,000- \$47,000 per annum based on experience.

Interested applicants can email a cover letter and complete resume to hr@artgalleryofhamilton.com prior to the application deadline of Sunday, March 8th, 2026. 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.