



Approved By:	<i>Janyce Ronson</i>
Date Approved:	
Reviewed:	

<b>Job Title</b>	<i>Public Engagement Events Assistant (Art Gallery Paint In)</i>
<b>Reports To</b>	<i>Facility and Events Coordinator</i>
<b>Work Setting</b>	<i>15 Week position from May 3, 2017 to August 16, 2017 at 35 hours per week and \$14.00 per hour (Please note this position is subject to funding approval)</i>

### **Key Responsibility**

As a member of the Advancement Department the key responsibility for this position is to assist in the logistical coordination of and preparation for the Art Gallery's annual major public engagement program event, the TD Art Gallery Paint In.

The Public Engagement & Events Assistant will work closely with the Facility & Events Coordinator; the Marketing Specialist; and Visitor Services & Volunteer Coordinator.

### **Duties and Responsibilities**

- Assist in the preparation of support materials, including the coordination of abstracts and marketing and sponsorship collaterals
- Liaise with suppliers and sponsors and draft confirmation letters and obtain logos for print collaterals.
- Assist with website management and social media outlets as they relate to the Paint In.
- Assist with the design and distribution of educational materials.
- Assist with the logistical planning for all aspects of the event, including equipment rentals; vendor and sponsor locations; and staff and volunteer requirements for the day of the event.

- Communicate with sponsors, vendors, City officials, local businesses and residents regarding logistical aspects of the event.
- In collaboration with Education, Curatorial and Advancement departments, design and format the Audience Survey.
- Participate in the surveying of visitors to the Paint In; tabulate results; and prepare a statistical summary report.
- In collaboration with the Marketing Specialist, coordinate signage for artists, sponsors, and the public. Order signage as required.
- Coordinate information booths and participate and assist in volunteer training.
- Create the final report package for sponsors and other supporters of the event, including details of event procedures, media coverage, website hits, and results of audience survey.
- Prepare a final assessment of the event process with recommendations for future events.

## **Qualifications**

- 2<sup>nd</sup> or 3<sup>rd</sup> year University student in Media Arts, Cultural Management, Communications, Fine Arts or other field with appropriate experience/skills
- Excellent oral and written skills
- Exceptional organizational skills with the ability to meet deadlines.
- Ability to work cooperatively and independently in a team environment
- Strong design, social media and web-based content development skills are required.
- Basic understanding of social research is an asset
- Must meet the funding requirement of returning to post-secondary studies in the fall.