



Approved By	<i>Janyce Ronson</i>
Date Approved	<i>January 2022 Updated March 2024</i>
Reviewed	

Job Title	<i>Public Engagement Events Assistant</i>
Reports To	<i>Outreach and Events Coordinator</i>
Work Setting	<i>15 Week position at 35 hours per week May 1, 2024 – August 16, 2024</i>
Remuneration	<i>\$18.65 per hour This is a unionized position - CUPE 410, pay grade 1, funded through Young Canada Works.</i>

Position Summary

The Public Engagement Events Assistant is a Co-Op position in support of the AGGV’s Curatorial Department, supporting educational outreach, as well as the AGGV’s largest community public engagement initiative - the TD Art Gallery Paint-In.

The student will help the team at the Gallery with the development of programming online/on-site, and increasing engagement initiatives for diverse audiences. The student will work as a member of the Curatorial Department, and will work closely with the interdepartmental committees, as well as key AGGV staff members.

Responsibilities

- Support the development, production, and distribution of online and on-site AGGV programs through the Gallery’s diverse delivery channels.
- Assist in the production and delivery of engagement initiatives such as the TD Art Gallery Paint-In.
- 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 collateral.
- Assist with website management and social media outlets as they relate to education outreach and engagement programming.
- Work as liaison with members of the community, artists, volunteers, partners, and audiences locally and across the Province.
- Assist with the design and distribution of educational materials.
- Support the administration of many aspects of an art gallery/museum environment: database management, archival management, research, and reporting.
- Attend interdepartmental meetings; support brainstorming initiatives, take notes, action plans, prepare reports for meetings after programs have concluded.
- 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, Experience & Education

Must be eligible for funding under the terms of the Young Canada Works and be registered under that program (<https://www.canada.ca/en/canadian-heritage/services/funding/young-canada-works/students-graduates/heritage-organizations-students.html>), including meeting the funding requirement of returning to post-secondary studies in the fall.

- 2nd or 3rd year University student in Arts, Cultural Management, Communications, Media/Fine Arts or other field with appropriate experience/skills.
- Interest in a career in arts administration or non-profit sector.
- Excellent oral and written skills.
- Exceptional organizational skills with the ability to meet deadlines.
- Ability to work cooperatively and independently in a team environment.
- Upon agreement of work schedule with supervisor, ability to complete some assigned work from home, with own computer, smart phone and internet access.
- Brings a hands-on attitude to task completion and problem solving.
- Basic understanding of and/or experience in social research (surveys) an asset.
- Strong design, social media and web-based content development skills are required.