



Approved By	<i>Nancy Noble</i>
Date Approved	<i>March 2026</i>
Reviewed	<i>Margaret Chrumka</i>

Job Title	<i>Public Engagement Assistant</i>
Reports To	<i>Events Coordinator</i>
Hours of Work	<i>35 hours per week for 15 weeks</i>
Remuneration	<i>e.g. \$21.63 per hour (Effective March 22, 2025) This is a temporary full-time unionized position - CUPE Local 410. Pay grade 2, pay rates are set in accordance with the Collection Agreement</i>

Position Summary

The Public Engagement Assistant supports the AGGV’s Visitor Experience Department, educational outreach initiatives, and the AGGV’s largest community public engagement event, the Art Gallery Paint-In. This role involves assisting with project management, logistical coordination, and sharing pre-approved event information to ensure the success of the annual outdoor festival, which hosts 50,000 attendees.

Duties and Responsibilities

Event Coordination and Logistics (40%)

- Support the Events Coordinator with event preparation by following detailed instructions for scheduling, logistics, and coordination.
- Assist with processing festival fees by following established procedures provided by the Events Coordinator.
- Coordinate signage, collateral, and materials for event marketing and day-of needs.
- Update and maintain event databases related to event participants, volunteers, and sponsors under the direction of the Events Coordinator.
- Attend interdepartmental meetings to support brainstorming initiatives, take notes, and prepare reports.

Stakeholder Engagement and Communication (30%)

- Provide event-related information to artists, volunteers, and stakeholders based on pre-approved content.
- Assist in preparing emails and documents for internal and external communication based on provided templates.
- Share sponsorship and partnership agreement details as provided, without interpretation or negotiation.
- Relay event details to internal and external teams as directed.

Marketing and Public Engagement (15%)

- Distribute pre-approved event materials and announcements provided by the Events Coordinator.
- Forward media materials provided by the Events Coordinator to designated contacts.
- Support accessibility and community engagement initiatives by sharing existing AGGV messaging.

Event Assessment and Reporting (10%)

- Assist in compiling event feedback and documentation as directed.
- Assist in post-event reporting, including survey analysis, and event impact assessment.

- Provide recommendations for future event improvements based on collected data and observations.

Other Duties (5%)

- Fulfill additional responsibilities as required to support the Visitor Experience Department's broader initiatives.

Communications & Reporting Structure

INTERNAL

- Reports directly to the Events Coordinator
- Works closely with the Visitor Experience Department, Development and Marketing Department, and Administrative Staff.

EXTERNAL

- Shares pre-approved information with artists, community members, volunteers, event partners, sponsors, and external vendors as instructed.

Qualifications, Experience & Education

- Must be eligible for funding under the Young Canada Works program and registered under its terms.
- Must be a current post-secondary student, returning to post-secondary school in September 2026. Enrolled in Arts, Art History, Education, Events Management, Cultural Management, or a related field.
- Strong interest in arts, community building, or public engagement.
- Ability to relay information clearly but not required to persuade or interpret messages.
- Excellent written and verbal communication skills.
- High level of attention to detail and organization.
- Ability to work both independently and collaboratively in a team environment.
- Experience in event or program planning and delivery is an asset.
- Proficiency in MS Office and Outlook; experience with Adobe Acrobat, Zoom, and Microsoft Teams is an asset.
- Basic knowledge of survey research and data collection is a plus.
- Physical ability for light lifting (<40lbs) is an asset; all physical tasks will adhere to OHS guidelines.

Supervision, Mentorship & Working Conditions

- The Public Engagement Assistant will work under close supervision of the Events Coordinator, who will provide direct instructions and oversight for all tasks. The Events Coordinator will provide structured mentorship, including:
 - An initial work plan review and goal-setting session.
 - Regular check-ins to assess progress and provide guidance.
 - Ongoing feedback and professional development support.
 - End-of-employment evaluation and recommendations for future career growth.
- Office-based work at the AGGV, with some remote and on-site event coordination.
- Occasional evening and weekend work required, particularly during event periods.
- Fast-paced environment with high interaction with artists, community members, and event stakeholders.
- This role provides hands-on experience in arts administration, public engagement, and event management, preparing candidates for careers in the non-profit and cultural sectors.