

Communications and Development Assistant | Oakville Galleries

Terms: Part-time Contract - 30 hours/week

Start Date: December 2024

End Date: April 2024

Salary Level: \$23.00/hour

Working Conditions: Hybrid model (in-person and remote)

Language of work: English

Oakville Galleries is one of Canada's leading contemporary art museums. We are driven by a belief in the singular power of art to deepen our understanding of ourselves and our communities and move us toward a better world. We seek a dynamic Communications and Development Assistant to add to our vibrant team.

Job Description

We are looking for a Part-time Communications and Development Assistant to join our team. The incumbent will support the needs of Oakville Galleries, its communication projects, membership, and sponsorship initiatives.

Reporting to the Marketing & Communications Manager, the Communications and Development Assistant collaborates with all departments to promote Oakville Galleries' membership and to connect its audiences with programming, arts education, exhibitions, and events. This position plays a key role in the creation and production of online content for social media, and external promotional materials, and supporting our membership and sponsorship programs.

General Responsibilities

- Creates digital media, graphics, printed marketing materials, animated and/or video content, and cross-promotion materials as directed, either in tandem with partner organizations or focused community outreach.
- Assists with communications for an array of events, including but not limited to, fundraisers, artist talks, exhibition openings, membership, and patron events.
- Assists with Oakville Galleries' membership programs and membership renewal process.
- Supports the event planning and registration process, by maintaining accurate attendee, sponsor, and participant records in our CRM database.
- Supports in-person events, programs, and exhibitions at Oakville Galleries.

Qualifications

The ideal candidate has:

- completed a post-secondary education program in Marketing, Communication Design, Visual and/or Media Arts, Arts Administration, or a related discipline;
- a minimum of one year of relevant experience;
- an interest in contemporary art, public art institutions, and community outreach;
- demonstrated knowledge of graphic design and the creation of content for various social media platforms;

- excellent computer skills, including experience with Google Workspace, Adobe Creative Suite applications, and Canva in a macOS environment;
- experience with web content management systems; including social media management applications such as Later and Hootsuite
- an interest in creating a strong gallery membership program and experience using Customer Relationship Databases, superior organizational and administrative skills, detail-oriented focus, and the ability to self-motivate and manage multiple priorities;
- the ability to work independently, as well as collaboratively and conscientiously, with other colleagues at all levels of operation;
- strong writing, copy editing, and proofreading skills as well as excellent and personable oral communication skills; additional languages are welcome and considered an asset.

A valid driver's license and access to a vehicle is a significant asset.

Additional Criteria:

This is a Young Canada Works at Building Careers in Heritage job posting. In addition to the minimum job requirements, applicants must also meet the following eligibility criteria in order to be considered for the position. You may be eligible for an internship if you:

- are a Canadian citizen or a permanent resident, or have refugee status in Canada (non-Canadians holding temporary work visas or awaiting permanent resident status are not eligible);
- are legally entitled to work in Canada (have a valid social insurance number);
- are between 16 and 30 years of age inclusively at the start of employment; and
- are a college or university graduate (certificate, bachelor, master, or doctorate).

Note: Priority will be given to graduates who have not previously participated in YCW internship programs and those who are unemployed or underemployed.

How to Apply

- We invite you to submit your cover letter and resume in a single PDF via email to jobs@oakvillegalleries.com with the subject line 'Oakville Galleries - Communications and Development Assistant'
- We will begin to review applications on **27 November 2023**. Candidates will be interviewed on a rolling basis.
- Please note, that while we appreciate everyone who applies, we are only able to respond to applicants moving to the next stage of the recruitment process.

Oakville Galleries is committed to equity, welcomes diversity, and hires on the basis of merit. All qualified individuals who may contribute to the diversification of Oakville Galleries, including individuals who identify as BIPOC, 2SLGBTQIA+, people with disabilities, and others from historically marginalized groups are encouraged to apply. Please state in your application any accommodations you may require.