



POSITION: Assistant, Marketing  
SUPERVISOR: Head, Marketing & Communications  
CLASSIFICATION: Support

Situated on the traditional territories of the Erie, Neutral, Huron-Wendat, Haudenosaunee and Mississaugas, 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 organizationally committed to improving equity both within our institution and across our sector. We encourage applicants from all equity-seeking communities to apply, with priority given to Black, Indigenous, and people of colour, recognizing that both lived and learned experiences will inform the success of this role.

The Art Gallery of Hamilton is looking for a Marketing Assistant to work with the Marketing and Communications team. Reporting to the Head of Marketing and Communications, they will support the marketing team by assisting with basic design tasks, social media posts and engagement, and handling general administrative tasks for the department. The Marketing assistant will help ensure brand consistency across platforms, schedule content, and support a variety of marketing initiatives as needed. Other duties will include distributing marketing materials, capturing photos at AGH events, and representing the gallery at community events. Additionally, the role will assist at the Visitor Services desk, welcoming visitors while promoting gallery programs and services.

The successful candidate will have proficiency utilizing digital marketing tools and platforms. Strong communication, attention to detail and ability to multitask are essential for this role. Ideally, we are seeking someone who is creative, passionate about the arts and has a commitment to equity and inclusion.

The position is based on 21 hours per week and will require occasional evenings and weekends. This position is paid \$22.00 per hour, and is expected to begin March 17<sup>st</sup> 2025.

*Interested applicants can email a cover letter and complete resume to [hr@artgalleryofhamilton.com](mailto:hr@artgalleryofhamilton.com) prior to the application deadline of February 13<sup>th</sup> 2025. 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.*