



51 Stuart Street
Hamilton, Ontario L8L 1B5
905.481.3218 @hamartscouncil

POSITION: EVENT & ADMIN COORDINATOR

The Event and Admin reports to the Executive Director and will serve as the lead event coordinator on programs and events including Hamilton Arts Week, Living Arts Workshops, Art Bus Studio Tours and other public events presented by the Hamilton Arts Council. The ideal candidate will be a dynamic and outgoing arts professional who contributes strong event planning experience as well as a commitment to outreach and inclusion and a firm grounding in Hamilton's diverse arts and cultural community.

Experience in marketing, graphic design (*Adobe InDesign and Photoshop*). Grant and copywriting experience is also desirable. The successful candidate will work on site in the Hamilton Arts Council office and at Hamilton-area arts venues when working with community stakeholders.

The Event and Admin Coordinator will work both independently and in collaboration with Hamilton Arts Council staff, Board of Directors and volunteers. This placement is made possible through a new Work Experience initiative with Work In Culture all applicants must be 30 years of age and younger.

RESPONSIBILITIES:

- Event coordination for Hamilton Arts Week in collaboration with community stakeholders
- Planning and execution of Arts Week events including evaluation and grant reporting
- Coordinate LivingArts Workshops and other professional development activities presented by the Hamilton Arts Council
- Plan and lead the Art Bus Studio Tours
- Administrative duties including reception and filing
- Sit on Visual Arts Committee as HAC staff representative
- Must be available to flex hours to accommodate evening and weekend events.
- Outgoing and friendly disposition.

ELIGIBILITY

This is a government funded position with the following eligibility requirements:

- a) 30 years of age or under;
- b) Post-secondary diploma or degree;
- c) A Canadian citizen, or permanent resident or a protected person as defined by the Immigration and Refugee Protection Act;
- d) Legally entitled to work in Canada; and
- e) Legally entitled to work according to the relevant provincial/territorial legislation and regulations.

EMPLOYMENT DETAILS:

Hours of Work: 40 hours weekly

Rate of Pay: \$20.00 per hour

Interested candidates are invited to submit their resume, cover letter and 2 references via email to: *Annette Paiement, Executive Director* at executive@hamiltonartscouncil.ca

For information about the Hamilton Arts Council visit: www.hamiltonartscouncil.ca