



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

Job Opportunity Public Programs Officer

The Hamilton Arts Council is seeking qualified applicants for the position of **Public Programs Officer**. This is a new full-time position for an initial one-year contract with the intention to establish this role as a permanent staff position within the Hamilton Arts Council's ongoing operations.

The Public Programs Officer reports to the Executive Director and will serve as the lead project coordinator on public programs and events including Hamilton Arts Week, LivingArts Workshops, the Hamilton Literary Awards and other public events of 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 and sponsorships 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 Public Program Officer will work both independently and in collaboration with HAC staff, Board directors and volunteers.

Responsibilities

- Lead the coordination of annual Hamilton Arts Week and Culture Days activities in collaboration with community stakeholders
- Coordinate LivingArts Workshops and other professional development activities presented by the Hamilton Arts Council
- Collaborate with volunteer arts committees to plan and deliver ongoing programs such as the annual Hamilton Literary Awards
- Collaborate with HAC colleagues on event planning components of our Annual General Meeting, Holiday Party, and other public events
- Coordinate public outreach initiatives including participation at Supercrawl and other public festivals and events
- Contribute to HAC communications strategies including website updates, social media and outreach to the wider community

Qualifications

- Proven experience organizing public events including marketing and outreach to engage local audiences
- Previous experience in arts administration and/or artist-run culture
- Excellent written and oral communication skills with well-developed planning and budget management skills and attention to detail
- Ability to work independently and develop projects and events with strong personal initiative while remaining open to collaboration
- Demonstrated experience working with Hamilton's arts community



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- Experience in cultivating effective sponsorship relationships would be considered an asset
- Computer proficiency with Google Drive and related applications, Microsoft Office, Adobe Acrobat and Photoshop; graphic design experience would be considered an asset
- Valid Ontario Class G driver's license and access to a vehicle would be considered an asset

The Public Programs Officer will be paid an annual salary of \$25,000 based on a 30-hour work week with specific hours to be determined in consultation with the Executive Director. Please note that due to the events-focused nature of this position, occasional evening and weekend hours are to be expected and will be compensated with time off in lieu.

Applicants are asked to submit a cover letter, current resume and contact information for two references as a Word or PDF file attachment no later than **Tuesday April 18, 2017**. Please email your application to stephanie@hamiltonartscouncil.ca with the subject line "Public Programs Officer."

The Hamilton Arts Council is an equal opportunity employer and encourages applications from all qualified candidates.

The **Hamilton Arts Council** is a charitable arts organization working on behalf of Hamilton's diverse cultural community since 1973. We believe that the arts are a vital part of our culture and economy of our city and work to advocate, mediate and communicate for the role of the arts in Hamilton.

Learn more at www.hamiltonartscouncil.ca