



JOB POSTING DETAILS

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| Employer | Art Gallery of Algoma (Art Gallery of Algoma) | Job Type | RI |
| Job Title | Digital Content Coordinator | Duration | Full time one year |
| ES Job ID | 13666 | Location | Sault Ste. Marie, On |
| Date Posted | December 7, 2022 | Closing Date | December 21, 2022 |

Job Overview - Description & Duties

The AGA acknowledges the support for this position received by the Ontario Trillium Foundation. This is a contract full-time position for one year, 35 hours per week, exclusive of breaks. It is a hybrid work model; flexibility is required. The probationary period is four months.

About the Art Gallery of Algoma

The Art Gallery of Algoma (AGA) is the regional public art gallery serving the city of Sault Ste. Marie and Algoma region and the surrounding area. Housed in 10,000 square feet building in downtown Sault Ste. Marie, the Gallery has a permanent collection of over 5,000 artworks and presents a year-round program of exhibitions, educational activities, and special events. As the cornerstone of culture for Algoma and Sault Ste. Marie, the AGA is a gathering place, a destination for visitors from across the province, Canada, and USA. The AGA offers a dynamic work environment that encourages creativity, cooperation, and growth.

About the Job

Reporting to the Executive Director, the Digital Content Coordinator will manage all digital platforms for the AGA such as website, social media, YouTube channel, ecommerce; implement new software for fundraising; administer and update membership lists and donors lists; manage up-to-date donors recognition on the website and other platforms; assist with public relations and promotion of the AGA through digital presence; assist with fundraising efforts at the AGA when needed; work with Gallery staff as part of a team and assist with other gallery operations as needed.

Required Skills

Qualifications & Job Requirements

- Degree in design, computer applications or fine arts or a combination of relevant experience and education.
- Computer literacy in all relevant software applications is a must.
- Knowledge of relevant software such as full Adobe Creative Suite, Photoshop, e-tapestry, managing databases, and more.
- Knowledge of ecommerce.
- Excellent written and oral communication skills.
- Excellent interpersonal skills including the ability to work as part of a team.
- Excellent organizational skills with superior attention to detail.
- The ability to manage multiple projects simultaneously.
- Interest, understanding, and appreciation of art.

Other Requirements

The successful candidate will be required to supply a current criminal record check with vulnerable sector police screening before work can commence. The start date is as soon as possible.

How to Apply

Please send a personalized cover letter and resume in confidence to:

Jasmina Jovanovic, Executive Director, Art Gallery of Algoma, 10 East Street Sault Ste. Marie, ON P6A 3C3

or by email to: jasmina@artgalleryofalgoma.com .

The posting is open until filled.

The Art Gallery of Algoma is an equal-opportunity employer serving our diverse communities. Although we appreciate all applications, only those selected for an interview will be contacted.