



## **Digital Content Assistant**

**Number of Positions: 1**

**Length of assignment: 2024-08-12 – 2025-02-14**

**Hourly wage: \$20**

The Art Gallery of Guelph seeks a dynamic, competent, highly detail-oriented post-secondary graduate who will support the gallery's digital platforms, strategy, and interpretive goals, as well as program planning and development. Post-secondary training in digital humanities, curatorial studies, art and art history, museum studies, or art education is an asset, as well as experience in digital platform development, arts programming, strong critical thinking, and superior written and verbal communication skills. Must be able to thrive in a collaborative and deadline-driven environment.

Confidence and ability to speak to members of the public (all ages, in small and large groups) is an asset.

This position reports to the AGG's Director and works closely with the gallery's Community Engagement Coordinator and other staff.

Field of Study: Digital Humanities/ Museum Studies / Curatorial Studies / Art & Art History / Art

Level of Education: Post-secondary graduate

Computers/Equipment: Digital skills (web and mobile platform development as well as general word/image processing software, social media tools, web-based research), printer, digital A/V equipment, digital camera/scanner.

The ideal candidate will:

- be a post-secondary graduate, having completed studies in Digital Humanities, Museum Studies, Curatorial Studies, Art or Art History, or Art Education
- have experience with HTML5, CCS, and CMS systems, as well as PC and Apple operating systems and Android and Apple mobile platforms
- be proficient with video editing and in using Adobe Creative Suite and Microsoft Office
- have excellent verbal communication skills
- have excellent written communication skills, including an understanding of differences in writing for child, youth, and adult audiences
- feel comfortable engaging the public, including children and youth, in age-appropriate and enthusiastic conversations about art, culture and heritage
- have experience developing and delivering arts-based and/or exhibition-related public programs

The AGG is committed to an employment equity program that includes measures to achieve diversity among its staff. We encourage applications from all qualified youth, including those from Indigenous and racialized communities, LGBTQ2IA+ youth, and youth living with disabilities. We will only interview candidates that meet the eligibility criteria for participation in the [Young Canada Works at Building Careers in Heritage](#) program.

Terms: This is a 26-week, full-time, contract position starting August 12, 2024. The rate of pay is \$20 per hour, based on 35 hours per week. Orientation and training are provided.

#### About the Gallery:

The AGG is widely known for its exhibition programs and for its collections of more than 10,000 works of art, which jointly cover three centuries of Canadian and international art. The AGG has a broad public role, supported by its relationship to three sponsors: the University of Guelph, the City of Guelph, and the Upper Grand District School Board. The gallery is housed in a renovated historic building (dating to 1904) and features a Sculpture Park on the adjacent grounds. The Sculpture Park is the largest outdoor art collection at a public gallery in Canada, with 41 permanently sited works representing artists from across Canada. Known internationally for its Canadian contemporary art collection, historical European print collection, and for its Inuit and First Nations collections, the AGG produces 12- 15 exhibitions per year, some of which tour regionally, nationally, and internationally. For more information, visit our website: [www.artgalleryofguelph.ca](http://www.artgalleryofguelph.ca).

#### Characteristics of City/Region:

The Art Gallery of Guelph (AGG) is the principal public art gallery serving Guelph and the surrounding region. Guelph is a vibrant city situated in the heart of southern Ontario, just 100 km west of Toronto. With one of Canada's premier research-based universities (University of Guelph) and a diversity of manufacturing, service, and high technology enterprises in the region, Guelph is among Canada's most arts-intensive and socially engaged communities, and one of the fastest growing economic regions in the country. More information about the City of Guelph may be found here([www.guelph.ca](http://www.guelph.ca)).

All applicants must create a [Young Canada Works](#) profile and express interest in the position through the site. Deadline to apply: **July 5, 2024**

We would like to thank all candidates for their interest, but only those selected for an interview will be contacted.