

## JOB POSTING

<b>Company Name</b>	Art Gallery of Mississauga
<b>Address</b>	
<b>Job Title</b>	Event Coordinator
<b>Part-time/Full time /Contract/Co-op</b>	1 month program
<b>No. of hours / week</b>	20 to 25 hours per week as per student requirements
<b>Start Date</b>	TBD
<b>End Date</b>	TBD
<b>Salary (hourly)</b>	\$13 - \$14 (to be decided)
<b>Car Required?</b>	NA

### Company Profile

The Art Gallery of Mississauga (AGM) is a public, not-for-profit, art gallery generously sponsored by the City of Mississauga, the Ontario Arts Council, The Canada Council for the Arts, the Ontario Trillium Foundation, private citizens and its members.

### Project Type & Description

Reporting to the Manager of Arts Gallery of Mississauga, the coordinator is accountable for the administrative component of the event to be organized on 7<sup>th</sup> May. This role supports the category management team in meeting department financial objectives through contract administration, sales tracking, marketing proofing, invoicing and category management disciplines via effective supplier and internal cross functional team relationships.

### Job Duties & Responsibilities

- The candidate is responsible for the coordination of conference event at Art Gallery of Mississauga on 7<sup>th</sup> of May 2015
- Handling customer enquiries, developing and maintaining excellent relations with customers, managing reports and client history, invoicing and collecting payments, and keeping event orders accurate.
- The Candidate is also expected to monitor set ups and provide direction at some events to ensure customer satisfaction.
- Ability to think creatively to provide marketing executions consistent with our brand guidelines.
- Ability to react to change quickly in a dynamic environment.
- Ability to work collaboratively in a multi-functional team environment with an ability to lead small teams/projects

### Skills & Qualifications

- College certificate/Diploma or Bachelor degree in Business, specialized program in event management & planning or PR and marketing is an asset
- Work experience in events planning and social media (twitter, facebook, etc.) is preferred
- Innovative problem solver with demonstrated ability to think and react quickly.
- Strong communication, relationship management and influencing skills.
- Superior organization, planning and prioritization skills.
- Advanced knowledge of MS Word and Excel; proficiency with PowerPoint, Visio and Access