

Position: Digital Content Associate, Art Gallery of Southwestern Manitoba

Location: Brandon, MB

Salary: \$15.00/hr

Length of assignment: 2022-05-16 to 2022-09-02

The Art Gallery of Southwestern Manitoba is a community-engaged and inclusive contemporary art gallery located in downtown Brandon, Manitoba. The AGSM is Manitoba's largest arts organization outside of Winnipeg and serves the broad and diverse population of Southwestern Manitoba for over 112 years. We have a national reputation for the excellence of our culturally diverse exhibition and education programming.

Description:

The Art Gallery of Southwestern Manitoba seeks an energetic and organized individual with an interest in gaining valuable experience within the field of digital arts programming. Working in a creative and vibrant setting, the Digital Content Associate will work closely with the Digital Program Coordinator in researching, developing and implementing programming initiatives for the gallery and other media platforms that provide accessible and engaging artistic content.

The Digital Content Associate will help design, brand and market forthcoming AGSM programs by creating illustrations, animations and other forms of integrated media.

Daily administrative tasks include: assisting with the planning, coordination, and management of AGSM programs, as well as managing and reporting the results of various digital analytical tools. This position also includes a research component in which the candidate will research development and innovation within the following sectors: UI/UX, web and mobile development, technology and design, branding, marketing and publishing.

The Art Gallery operates with a mandate to provide a virtual space where artists working in the field of new media/new genres are able to create, experiment and develop new work; and where conversation and dialogue between artists, activists and creative media users, is encouraged and documented. Our commitment to the intersection of social justice and artistic practice is central to the mandate of the Art Gallery of Southwestern Manitoba.

The position and experience will function as a training program for future media arts programmers, arts educators and other arts and museum digital activities. The Digital Content Associate will work alongside the Digital Program Coordinator, who oversees the digital programming at the Art Gallery of Southwestern Manitoba.

The candidate must be passionate about digital and contemporary art and willing to research the development of community-based events to broaden the gallery's commitment to Manitoba-based emerging artists. This position requires an employee who is fluent in the English language.

The preferred candidate will also provide support to the Curator through gallery projects with a focus on community-based programs that help visitors look at art in new ways, connect art with other disciplines, and foster social and informal interaction among participants. They will attend to social media logistics for summer/fall exhibitions; and broaden the audience for virtual programs at the AGSM through proactive and strategic digital content. In addition, the Digital Content Associate will facilitate virtual events, as needed.

Qualifications:

- Enrolled in full-time, post-secondary studies in Media Studies (Interactive media, graphic design, visual communications), Digital Humanities/Art & Art History / Museum Studies or equivalent and returning to full-time studies in fall of 2022.
- Must be eligible to work in Canada, be a Canadian citizen or permanent resident and be between the ages of 16-30 years.

Description of tasks:

- Attends AGSM administration 5 days/week, attending weekly staff meetings, programming meetings, and one-on-one meetings with the Executive Director and Digital Program Coordinator
- Assist with ongoing tasks, such as general administrative duties and digital program delivery.
- Conduct ongoing research into topics that relate to new media/new genres, as well as topics of importance to community and arts organizations both nationally and internationally.
- Research and assist with redesign proposals to the AGSM website and social media,
- Research website platforms for new AGSM programs,
- Test workflow charts for new website page design,
- Illustrate and animate promotional content for upcoming AGSM initiatives and programs, to be shared on various social media platforms,
- Create weekly analytical reports on the performance of all social platforms, including AGSM website,
- Research and develop materials for new AGSM virtual initiatives, including digital publications,
- Assist in the development and delivery of virtual programs associated with summer exhibitions.

Candidate Profile:

- Full-time post-secondary students who are intending to return to full-time studies in the next academic semester in Digital and Media Studies, Graphic Design, Web Design and Development, or a related field is mandatory.
- Excellent written and oral communication skills, including presentation experience
- Excellent organizational and research skills
- Ability to multi-task and work well independently and within a team
- Strong interpersonal skills
- Proficiency in the use of: Standard Microsoft Office software (such as Word and Excel) as well as Communications / document sharing software (such as Gmail, Google Calendar, and Google Drive)

- Proficiency with 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.
- Proficiency in the use of: Instagram, Twitter, and any other recently developed social media platforms
- Proficiency using Adobe Creative Suite (Illustrator, Photoshop, and Premier Pro)
- Experience with SEO, Google Analytics and other digital marketing tools is an asset

The AGSM requires a criminal reference check as a condition of employment.

Additional Information:

2 references are required. One reference may speak to your experience and interest in studying digital media, communications or art history.

Submit your cover letter, resume and 2 references by email to: hr@agsm.ca by May 16 @ 5:00pm

The AGSM thanks you in advance for your interest; only those candidates being considered will be contacted. The AGSM is an equal opportunity employer and encourages applications from all qualified individuals.

The Digital Content Associate position will be posted on the Young Canada Works website: <https://young-canada-works.canada.ca/Opportunity/PublicApprovedOpportunities>