



VISUAL ARTS  
MISSISSAUGA  
at RIVERWOOD

## Now Hiring: **Part-Time Exhibition Support**

**Location:** in-person

**Hours:** Part-time (18-22 hours per week, Monday, Wednesday, Friday)

### About the Role

The Exhibition Support staff plays a key role in delivering VAM's exhibition programming, supporting a wide range of shows from juried exhibitions to member showcases and independent artist exhibitions.

### Key Responsibilities

- Coordinate and support exhibitions, including the Annual Juried Show, Members' Shows, and external exhibitions
- Manage exhibition schedules, artist participation, and communications, including exhibition estimates and contracts
- Coordinate artwork submissions, intake, storage, installation, and labelling
- Collaborate with staff to recruit and coordinate volunteers or co-op students as needed
- Assist with exhibition installation and deinstallation processes
- Support exhibition openings and related events
- Collaborate with the Social Media Coordinator on promotional scheduling and content
- Contribute to website updates, newsletters, and social media communications
- Gather and analyze feedback (e.g., surveys) to improve future exhibitions
- Monitor exhibition supplies and coordinate replenishment with the team

### Qualifications

- Experience in gallery, exhibitions, or arts administration is an asset
- Strong organizational and project coordination skills
- Excellent written and verbal communication skills
- Ability to work both independently and collaboratively
- Attention to detail, especially in handling artwork and scheduling/logistics
- Familiarity with social media platforms and basic marketing practices
- Passion for visual arts and supporting artists

## **Additional Information:**

- Visual Arts Mississauga (VAM) is committed to fostering an inclusive, equitable, and accessible environment where all individuals feel welcomed, respected, and valued. **We encourage applications from youth of diverse backgrounds, including those who identify as Indigenous, Black, racialized, persons with disabilities, 2SLGBTQ+, and individuals from equity-deserving communities.**

**How to Apply:** Interested candidates are invited to submit their **resume** and a **cover letter** outlining their qualifications and experience to **Nasrin Gilbert**, Executive Director at [execdirector@visualartsmississauga.com](mailto:execdirector@visualartsmississauga.com)

## **About Visual Arts Mississauga (VAM):**

Founded in 1977, Visual Arts Mississauga (VAM) is a not-for-profit charitable organization and the City of Mississauga's largest fine arts organization. Our mission is to enrich community life by fostering an appreciation of the visual arts through education, exhibition, and engagement, while enhancing the vitality of the artistic community. For over 45 years, VAM has offered affordable and educational classes, workshops, art camps, and exhibitions that inspire creativity.

Visual Arts Mississauga at Riverwood

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