



VISUAL ARTS  
MISSISSAUGA  
at RIVERWOOD

## Customer Service & Program Support Assistant

**9-week contract (35 hrs/week) | Start: mid- June**

Visual Arts Mississauga (VAM) is hiring a friendly and organized Customer Service & Program Support Assistant to help deliver a great experience for our community.

You'll be the first point of contact for visitors—greeting guests, responding to inquiries, and assisting with program registrations. You'll also support day-to-day operations by preparing materials, organizing spaces, and assisting with camps, classes, and events.

This role is ideal for someone who enjoys working with people and wants to gain experience in arts administration and customer service within a vibrant arts environment.

### **You bring:**

- Strong interpersonal, communication, and digital skills
- Attention to detail and organization
- A positive, team-oriented attitude
- A flexible schedule, with both daytime and evening flexibility

**Eligibility:** Applicants must meet Canada Summer Jobs criteria (ages 15–30, eligible to work in Canada).

### **Equity, Diversity & Inclusion:**

Visual Arts Mississauga is committed to fostering an inclusive, respectful, and equitable environment. We welcome applications from individuals of all backgrounds and lived experiences, and we encourage applications from Indigenous, Black, racialized, 2SLGBTQIA+, and persons with disabilities.

We are committed to accessible hiring practices and will provide accommodations throughout the recruitment process upon request.

**How to apply:** Send your resume & cover letter to Nasrin Gilbert, Executive Director

[execdirector@visualartsmississauga.com](mailto:execdirector@visualartsmississauga.com)

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