

Art Museum
University of Toronto
—
Justina M. Barnicke Gallery
University of Toronto Art Centre

7 Hart House Circle
Toronto, Ontario M5S 3H3
artmuseum.utoronto.ca

Art Museum

Job Posting: Digital Communications Assistant

Job Type: Part-time, casual contract (20 hours per week)

Work Arrangement: Hybrid (onsite and remote)

Compensation: \$28 per hour

Application Deadline: Sunday, July 3, 2022

The University of Toronto is strongly committed to diversity within its community and especially welcomes applications from racialized persons/persons of colour, women, Indigenous/Aboriginal People of North America, persons with disabilities, LGBTQ+ persons, and others who may contribute to the further diversification of ideas.

The Art Museum is comprised of the Justina M. Barnicke Gallery (Hart House) and the University of Toronto Art Centre (University College). Building on the two galleries' distinguished histories, the Art Museum originates and organizes an intensive year-round program of exhibitions and events that foster—at a local, regional, and international level—innovative research, interdisciplinary scholarship, and knowledge of art and its histories befitting Canada's leading university and the country's largest city.

Reporting to the Communications Assistant, the Digital Communications Assistant is integral to the production of effective communication, publicity, and marketing. The position is a year-long, non-appointed, casual contract at 20 hours per week. This is a hybrid position; the successful

1 of 3



UNIVERSITY OF
TORONTO

HartHouse



UNIVERSITY
COLLEGE

candidate will be required to work onsite at the Art Museum offices and remotely.

Overview of Responsibilities

- Maintain the Art Museum website to ensure content coordinated by the Communications Assistant is current on the existing website templates.
- Collaborate with the Communication Assistant, curatorial, and program staff to produce and implement new website templates.
- Maintain effective social media communications, including the production of exhibitions, programs, and events social media content developed in collaboration with the Communications Assistant.
- Submit exhibition and program listings to multiple media outlets.
- Produce internal wayfinding signage using existing templates for front of house operations.

Skills Required

- Advanced WordPress content management system skills
- Advanced Adobe Creative Cloud design skills
- Exceptional social media content production and implementation skills

Experience Required

- Relevant experience in a contemporary visual arts and culture assisting in the preparation and implementation of media communications, publicity, and marketing

Art Museum
University of Toronto
—
Justina M. Barnicke Gallery
University of Toronto Art Centre

To apply, please submit your resume and cover letter to artmuseum@utoronto.ca with the subject line 'Digital Communications Assistant' by **Sunday, July 3, 2022**.