

DEVELOPMENT & EVENTS INTERN

REPORTS TO: Manager of Development & Communications

POSITION TYPE: Full-time (5 days per week – 35 hr/wk), temporary, typical workweek Monday to Friday with some evenings and weekends mandatory.

COMPENSATION: Hourly salary of \$19.10, free onsite parking

WHY JOIN THE ART GALLERY OF BURLINGTON?

Be part of a vibrant, creative community at the Art Gallery of Burlington (AGB), where we've been cultivating a love for the visual arts for over 50 years. As one of Canada's leading public art galleries and home to the world's largest collection of contemporary Canadian ceramics, the AGB is a dynamic cultural destination welcoming thousands of visitors each year.

The Facility Manager plays a critical role in ensuring the Gallery remains safe, efficient, and welcoming through operational leadership, technical expertise, and collaboration across departments.

ABOUT THE ROLE

The Development and Events Intern will work closely with the Development team and Manager of Development and Communications, to support the successful execution of our largest annual fundraiser, REVEL – The Ultimate Art Bash, as well as other fundraising events and campaigns at the Art Gallery of Burlington. They will actively engage in donor stewardship, and support in writing fundraising copy, proposals, and grant applications. The ideal candidate will have a passion for the arts, knowledge of the arts and culture sector and/or fundraising for non-profit organizations. We are looking for an individual that can work well independently and with a team and has excellent organization and communication skills—both written and verbal. The ideal candidate would be detail-oriented and have strong interpersonal skills to deal effectively with various groups, including internal staff, outside organizations, board members, volunteers, visitors, sponsors, and donors. The work schedule for the position is Monday to Friday from 9:00 AM to 5:00 PM, with occasional evening work for special events, like REVEL26, Soup Bowl, Winter Exhibition Opening Reception and Sponsor and Volunteer Appreciation Events.

PRINCIPLE DUTIES & RESPONSIBILITIES

- Support the Development team with the AGB's development plan and philanthropic giving program, including research, grant writing, reporting, sponsor communications, and stewardship.

- Develop tactics for fundraising across multiple channels, including website, email appeals, social media asks, and print materials.
- Support the planning and implementation of REVEL 26, Soup Bowl and the Spring Gala annual fundraising events, by soliciting sponsorship (cash and in-kind), liaising with volunteers and event partners, actively promoting and selling tickets, and attending the events.
- Support the Gallery's Giving Tuesday Stewardship event at the Gallery to further the AGB's culture of philanthropy and the Holiday Appeal Campaign.
- Assist with creating and distributing development materials, including preparing development collateral for web content, marketing, newsletters, campaign communications, etc.

ADDITIONAL RESPONSIBILITIES;

- Work to further the goals and objectives of the AGB and participate actively in the institution's life. Act in a respectful, accountable, and generous manner towards other staff, volunteers, and the general public.
- Demonstrate a positive professional presence, inspiring and building confidence both within the AGB and outside the institution among a broad range of constituencies.
- Demonstrate a commitment to the AGB's Equity, Diversity, and Inclusion priorities, ensuring that diverse audiences are represented, promoted, and engaged.
- Other duties as assigned.

QUALIFICATIONS & EXPERIENCE

- The ideal candidate is an ambitious and collaborative thinker with a strong sense of vision, creativity, and organization. In addition, they consider attention to details, have a dynamic personality, interpersonal skills, excellent written and verbal communication, project management, adaptability, multi-tasking, and time management skills.
- Post-secondary graduate with related education or work experience, preferably in cultural and arts management, business administration, fundraising, sales, or communications.
- Proven ability to work on various projects simultaneously, solve problems independently and manage workflows and deadlines without supervision.
- Proficiency in working with customer relationship management systems is preferred.
- Demonstrated literacy in MS Word, Excel, Teams, and Outlook considered an asset.
- Experience using Canva is preferred.

WORKING ENVIRONMENT

- Hybrid/Office working environment.
- Most of the work is performed in a Gallery environment with an attendant noise level.
- Must be able to work some nights and weekends.

Please note that this position is being hired through funding from Young Canada Works (YCW) Building Careers in Heritage an individual may be eligible for an internship if they:

- Are a Canadian citizen or a permanent resident, or have refugee status in Canada (non-Canadians holding temporary work visas or awaiting permanent resident status are not eligible);
- Are legally entitled to work in Canada (have a valid social insurance number);

- Are between 16 and 30 years of age inclusively at the start of employment; and
- Are a college or university graduate (certificate, bachelor's, master's or doctorate).

Note: Priority will be given to graduates that have not previously participated in YCW internship programs and that are unemployed or underemployed. The AGB is an equal opportunity employer and encourages applications from the Government of Canada's job equity groups.

ABOUT THE ART GALLERY OF BURLINGTON

The Art Gallery of Burlington is one of Canada's leading public art galleries, dedicated to contemporary art, craft, learning, and community engagement. Home to the world's largest collection of contemporary Canadian ceramics, the AGB connects people through exhibitions, education, artist studios, public programs, and cultural experiences.

The Art Gallery of Burlington is located on the ancestral territory of many Indigenous Nations including the Anishinaabeg, Haudenosaunee, and Métis peoples. The territory is mutually covered by the Dish with One Spoon Wampum Belt Covenant, an agreement between the Iroquois Confederacy, the Ojibway, and other allied Nations to peaceably share and care for the resources around the Great Lakes. We acknowledge that the land upon which we gather, to create and learn, is part of the Treaty Lands and Territory of the Mississaugas of the Credit.

EQUITY, DIVERSITY & INCLUSION

The AGB is committed to fostering an equitable, diverse, and inclusive workplace and welcomes applications from qualified candidates of all backgrounds. Accommodation is available throughout the recruitment process upon request.

HOW TO APPLY (POSITION OPEN UNTIL FILLED)

Please submit a resume that clearly indicates your relevant work experience, along with a cover letter describing your interest in the position at the AGB and your qualifications, in a single PDF. Send to jobs@agb.life. The email subject line should read <title of position applied for> <followed by applicant's last name>.

Kindly note that we will accept no phone calls or walk-ins. We thank all applicants for their interest but advise that only those selected for an interview will be contacted. Interviews will be scheduled with selected applicants at mutually agreed times to ensure candidates do not experience undue hardship.

1333 Lakeshore Road Burlington, ON L7S 1A9
www.agb.life
[@artgallburl](https://www.instagram.com/artgallburl)