

About Toronto Metropolitan University

At the intersection of mind and action, Toronto Metropolitan University (TMU) is on a transformative path to become Canada's leading comprehensive innovation university. Integral to this path is the placement of equity, diversity and inclusion as fundamental to our institutional culture. Our current [academic plan](#) outlines each as core values and we work to embed them in all that we do.

TMU welcomes those who have demonstrated a commitment to upholding the values of equity, diversity, and inclusion and will assist us in realizing the benefits of embedding these values into the work at every level and in every unit of the university. In addition, to correct the conditions of disadvantage in employment in Canada and to bring lived experiences to the work, we encourage applications from members of equity deserving groups that have been historically disadvantaged and marginalized, including First Nations, Métis and Inuit Peoples in Canada, First Nations Peoples in the United States, racialized people, Black people, persons with disabilities, women, and 2SLGBTQ+ people. Preference will be given to candidates with lived experiences as people from equity deserving groups, as well as experience working with these communities with which the University works every day. Please note that all qualified candidates are encouraged to apply and we welcome newcomers and immigrants to Canada.

In April 2022, the university announced our new name of Toronto Metropolitan University, which will be implemented in a phased approach. Learn more about our [next chapter](#).

About the Image Centre

The Image Centre (IMC) is Canada's leading institution dedicated to the exhibition, research and collecting of photography. Established in 2012 at Toronto Metropolitan University, in the heart of the city, the IMC welcomes visitors to explore the intersection of photography and culture. Through compelling exhibitions and engaging public programming, the IMC showcases work by emerging, renowned, and anonymous photographers, past and present. With a growing collection of nearly 400,000 photographic objects and an innovative scholarly research program, the IMC is also a vibrant hub for the preservation and study of photography. For more information, visit theimagecentre.ca.

The Opportunity

We are looking for a **Marketing & Events Coordinator** to join the Image Centre team. The Coordinator will provide administrative support for marketing and communications to grow The Image Centre's (IMC) audience base, build the institution's profile and reputation, and generate media coverage and publicity. The Coordinator assists with print and digital marketing initiatives, social media communication, direct and email marketing, website maintenance and special projects. This role will also coordinate the planning, implementation, and logistical support for public events across all IMC departments, including receptions, symposia, lectures, book launches, outreach activities, etc. This role will also provide high-level support to all internal and external stakeholders and support day-to-day administrative operations.

Responsibilities include:

- Supporting and maintaining social media accounts and website
- Supporting general marketing and communication initiatives and special projects
- Coordinating event logistics
- Supporting administration and operations

Qualifications

To help us learn more about you, please provide a cover letter and resume describing how you meet the following required qualifications:

- Completion of a diploma in Marketing, Communications, Events Management, Art History, Photography or Cultural Administration, a related field, or an equivalent combination of experience.
- Minimum of two (2) years of relevant work experience including experience in:
 - editorial review, assisting with social media, marketing, design, public relations and/or communication projects.
 - coordinating small, medium and large events, preferably in the arts, education, not-for-profit or public sectors, where there are inter-departmental systems and relationships.
 - working with tools and applications such as InDesign, Photoshop and Illustrator.
- Advanced knowledge of communication principles and practice, priorities and objectives related to digital communications, and the complexities of writing, editing and overseeing social media content in a busy environment.
- Knowledge of the history of art and current art practices, with a focus on photography considered an asset.
- Effective interpersonal skills.
- Strong research, analytic and problem-solving skills.
- Demonstrated knowledge of pre-event planning, event oversight and post-event reporting.

- Comprehensive computer skills, including familiarity with various operating platforms and programs, as well as proficiency in Microsoft Office, Google, Adobe Creative Suite and relevant databases.
- Able to work under pressure and to coordinate work with multiple deadlines.
- Awareness of current equity, diversity and inclusion methodologies and practices.
- Flexible work hours may be required to support IMC events.
- Moderate physical movement and effort is required for short periods of time while participating in events (set-up, event-time and take-down).

Additional details

Position number	20004801
Reports to	Manager, Administration and Operations
Department	The Image Centre
Work Location	Hybrid
Vacancy Type	TERM
Employee Group	OPSEU
Start Date	ASAP
End Date	1 year from start date
Hours of Work	36.25
Grade	9
Salary Scale	\$62,032.43-\$74,069.96
Hiring Range	\$62,032.43-\$67,784.52
Application close date	February 20, 2024

Additional Notes:

- An equivalent combination of education and experience may be considered.
- Applicants who do not meet all of the posted qualifications may, upon the University's sole discretion, be considered to fill a vacancy on an underfill basis.
- Candidates must have a demonstrated record of dependability/reliability and a commitment to maintain confidentiality.
- We encourage all First Nations, Metis and Inuit peoples or Indigenous peoples of North America, to self-identify in their applications.

- As part of the selection process, candidates may be required to complete an occupational assessment.
- Applications will only be accepted online through Toronto Metropolitan University's career site.
- Toronto Metropolitan University is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA), and aims to ensure that independence, dignity, integration and equality of opportunity are embedded in all aspects of the university culture.
- We will provide an accessible experience for applicants, students, employees, and members of the Toronto Metropolitan University community. We are committed to providing an inclusive and barrier-free work environment, starting with the recruitment process. If you have restrictions that need to be accommodated to fully participate in any phase of the recruitment process, please reach out to: hr@torontomu.ca. All information received in relation to accommodation will be kept confidential.