



Art Gallery of **ALGOMA**

Job Title: Data Management Coordinator, Canada Summer Jobs

Reports to: Executive Director

JOB SUMMARY:

Art Gallery of Algoma (AGA) is looking for the Data Management Coordinator, funded by Canada Summer Jobs. The Data Management Coordinator position provides opportunities to gain knowledge about data bases specifically FileMaker Pro and general data management.

Successful candidate will learn about AGA's permanent collection of approximately 5,000 artworks, exhibitions on display during the summer, about art donors, general donors, AGA membership and visitors and will gain administrative skills. The Data Management Coordinator will work on permanent collection data base FileMaker Pro, will import images into the data base and on the AGA web site, will improve current data base of donors and members, will work on establishing visitors data and statistical information, will update AGA web site as needed. Information accessed by this position and related to this position is considered confidential and must be treated as such. The Data Management Coordinator will maintain weekly reports to provide status of their work. The successful candidate will work with the Executive Director, Gallery Technician and Administrative Assistant.

Considered candidate will have education and/or experience in computer science, digital information management with specific knowledge about data bases. Familiarity with FileMaker Pro will be considered an asset.

The successful candidate will be willing to have flexible working hours. The candidate will be trained and supervised by the Executive Director or Director's designate.

Application Criteria

According to the Provincial and Federal funding eligibility criteria, candidates:

- Will be between 16 and 25 (or 30) years of age at the start of employment;
- Are willing to commit to the full duration of the work assignment in duration of 8 weeks;
- The candidate must be a full-time student (as defined by their educational institution) in the semester preceding the placement;
- The candidate must intend to return to full-time studies in the semester following the summer placement.

Expected start date for this position is June 25, 2019. Duration of the job is 8 weeks. Hourly rate is \$14.00.

Application for this position will be accepted until 5pm on May 18, 2019. Please submit your application to the Art Gallery of Algoma, 10 East Street, Sault Ste. Marie, ON P6A 3C3; Attention: Jasmina Jovanovic, Executive Director, or by email to jasmina@artgalleryofalgoma.com.

Please submit cover letter, resume (including three references) and contact information. Only selected candidates will be contacted for an interview. Candidates who have already submitted resumes to date will be considered for current job opportunities. The AGA is an equal opportunity employer.