
Community Outreach & Production Manager

Date Posted:	Thursday, May 1, 2025
Application Deadline:	Applications are open until a suitable candidate is found
Anticipated Start Date:	Monday, August 11, 2025
Term:	Full-Time, One-Year Contract Position (possibility of extension)
Salary:	\$73,000/year
Office Hours*:	40 hours a week (Monday to Friday, 9 AM - 5 PM)
Location^:	MAC's office is located in Mississauga City Hall 300 City Centre Dr Suite 1055, Mississauga, ON, L5B 3C9

**Please note that this position requires attendance at community arts events outside of designated work hours, including evenings and weekends.*

^This position will require regular travel to locations in Mississauga, a valid G-level driver's license with access to a reliable vehicle is necessary.

About the Role:

Organization Description:

The Mississauga Arts Council is dedicated to enabling the growth of the arts by creating opportunity and connection between artists and residents in Mississauga and beyond. Now in our 42nd year, MAC is a registered charity, providing service-based programming to artists, promoting artists in Mississauga, and growing awareness of the arts in our city to build a vibrant thriving cultural community. Learn more: macarts.ca

SaugaArtsHUB.com:

SaugaArtsHUB.com (SAH) is a Mississauga arts and entertainment web platform informing the public about local events, sharing local artist stories, and identifying organizations/businesses in Mississauga that are arts supporters. SAH features a searchable directory of artist profiles, a comprehensive events calendar, and hundreds of news stories, articles, videos, and more. Founded in 2021 by MAC, SaugaArtsHUB.com aims to provide a platform for professional artists in Mississauga to engage with the community. Our platform serves as a diverse and multicultural hub where residents and visitors can be informed, inspired and engaged. SAH's goal is to promote the development of artistic talent and to inspire a supportive community. MAC is currently updating SAH to be faster, AODA compliant, and have seamless UI/UX. The site will relaunch in early summer 2025.

Position Details:

This is a brand new position to support the relaunch and strategic growth of SaugaArtsHub.com. The **Community Outreach & Production Manager** will strategically enhance brand awareness for SaugaArtsHUB.com, developing compelling, up-to-date content to support increased engagement among Mississauga artists and residents. This role focuses on building audiences for SAH through strategic partnerships with local artists, organizations, and community leaders. It aims to create a self-sustaining digital ecosystem that encourages both artists and the public to use SAH's tools for sharing art news and submitting work. By aligning outreach with cultural events and fostering a vibrant arts community, the Manager will ensure SAH's growth as a central hub for local arts and culture.

Reporting directly to the Executive Director, the Community Outreach & Production Manager will be responsible for maintaining the SAH website, and will work alongside the SAH Creative Content & Web Specialist, and other MAC staff to strategize the development of SAH and the creation of engaging community-focused content.

Community Outreach:

- Build and maintain relationships with local artists, arts groups, community organizations, leaders, and BIAs to raise awareness of SAH and coordinate their participation on the website. (support growth of MAC Membership)
- Develop and implement community outreach initiatives, plans and strategies to promote SaugaArtsHUB.com's services to the public.
- Strategize and prioritize outreach to festivals, events, art openings, exhibitions, and cultural activities, aligning stories with outreach opportunities
- Populate SAH's Creative Placefinder with local businesses, venues, churches, community centres, and schools to build a robust, comprehensive directory.
- Strategize and be part of the creative brainstorming process to executive content ideas

Production Coordination:

- Maintain SAH website, ensuring it is up to date and security updates are performed regularly
- Manage logistics and scheduling for SAH content production, including studio visits, artist spotlights, and video interviews with the Content Creator
- Support Content Creator in creating a calendar of planned monthly arts and cultural events while liaising with external parties

Qualifications and Experience:

The ideal candidate for this role is a strategic, creative thinker with strong relationship-building skills and a passion for community engagement. They have an understanding of Mississauga and its unique arts ecosystem. The candidate will have experience working with local artists and organizations, developing outreach strategies that drive brand awareness and engagement. Organized and results-driven, the successful candidate will help build a self-sustaining arts ecosystem that empowers artists and the public.

Key Skills:

- Interpersonal skills (networking, partnership building)
- Strong written and verbal communication skills
- Attention to detail and problem-solving abilities
- Excellent project management & collaboration skills
- Ability to work independently and manage multiple projects with competing deadlines
- Proficiency in Wordpress
- Comfortable with using Mailchimp, Eventbrite and CRM software (Keela)
- Valid G Driver's License and reliable access to a vehicle. MAC will cover mileage costs at \$.50/km.

Assets

- Experience interviewing individuals/artists
- Experience/Knowledge of Mississauga
- Experience working at a non-profit or in the arts sector

Pay and Benefits:

The salary for this position is \$73,000 per year, commensurate with experience.

Other Benefits:

- MAC offers hybrid working options to its employees (3 days per week in the office).
- This position will require work outside of standard 9-to-5 hours. MAC offers time off in lieu for any hours worked beyond a 40-hour work week.

Application Process:

Email the following items to Susan Durnin, MAC's Administration Lead, at info@macarts.ca:

- Cover letter referencing why you wish to work with MAC
- Resume/CV outlining your skills and experience

Please use the subject line: *SAH Community Outreach & Production Manager*

Applications will be reviewed upon receipt until a suitable candidate is found. Anticipated start date is Monday, August 11, 2025.

We thank all interested applicants, however, only those selected for an interview will be contacted.

MAC is committed to ensuring the value of diversity is upheld in everything that we do for our members, employees, volunteers, and the broader community. MAC welcomes and supports all people, regardless of ability, age, race, gender identity, sexual orientation, or beliefs. It is incumbent upon MAC staff and volunteers to share the responsibility of creating and maintaining an environment of mutual respect and support. Priority will be given to Mississauga-based applicants.

Applicants who require accessibility support can contact, in confidence, Susan Durnin, info@macarts.ca to make accommodations.