
Creative Content & Web Specialist

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:	\$65,000/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 new role supports the relaunch and strategic growth of SaugaArtsHub.com, Mississauga's online platform for local arts and culture. Reporting to the SAH Community Outreach & Production Manager and working with MAC's Communications Manager, the **Creative Content & Web Specialist** will create and manage engaging content that showcases the city's artists, events, and festivals.

Responsibilities include managing website updates via WordPress, producing blog posts, creating video and graphic content for social media, attending arts events, and interviewing local creatives. The ideal candidate is a strong storyteller with skills in multimedia production, web management, and a passion for the arts.

Key tasks and responsibilities:

- Develop and produce engaging creative short-form videos and blog features, leveraging social media trends and algorithms in order to maximize reach and audience engagement
- Manage website content using WordPress, including uploading and updating articles, event listings, providing minor technical support for SAH member users
- Attend arts events to capture real-time content (interviews, behind the scenes, performances, etc.)
- Create short-form videos, blog features, artist spotlights, and photo essays that highlight Mississauga artists, events, exhibitions and festivals
- Schedule posts across social channels, aligning with promotional timelines for events and initiatives
- Creation of weekly and bi-weekly HUB Highlights email newsletter promoting arts events and news via MailChimp
- Ensure brand consistency across all platforms
- Support outreach and marketing campaigns under the guidance of MAC's creative team.

Qualifications and Experience:

The ideal candidate for this role is a storyteller who can create engaging content to celebrate Mississauga's arts sector for local audiences. They will demonstrate a strong creative vision and ability to work on multiple ideas and projects simultaneously. They are someone who enjoys brainstorming and collaborating within a creative team to develop innovative ideas. They will be experienced with websites (wordpress) and must know how to edit reels and videos using mobile or desktop editing tools.

Key Skills:

- Journalism/storytelling experience
- Strong written and verbal communication skills
- Excellent project management & collaboration skills
- Excellent multitasking skills with the ability to work with changing and competing priorities
- Proficiency using Wordpress
- Video editing & some graphic abilities (Adobe Premiere, Final Cut Pro, InShot, Splice, CapCut etc.)

- Proficiency in social media (Instagram, Tik Tok, Facebook) and scheduling programs like Hootsuite
- 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 \$65,000 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 Creative Content & Web Specialist*

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.