
Arts Reporter & Content Creator

Date Posted:	Monday, July 14, 2025
Application Deadline:	Monday, August 4, 2025
Anticipated Start Date:	Monday, August 11, 2025 (flexible)
Term:	Full-Time, One-Year Contract Position (possibility of extension)
Salary:	\$65,000/year
Office Hours*:	35 hours a week (Monday to Friday, 9 AM - 5 PM) - Hybrid
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 **Arts Reporter & Content Creator** will create and manage engaging content that showcases the city's artists, events, and festivals.

Responsibilities include creating video and graphic content for social media, attending arts events, interviewing local creatives, producing blog posts, and managing website updates via WordPress. The ideal candidate is a strong storyteller with skills in multimedia production, interviewing, 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 to maximize reach and audience engagement
- Conduct on-camera interviews and research local artists to create engaging short-form video content that highlights Mississauga artists, events, exhibitions and festivals
- Attend arts events to capture real-time content (interviews, behind the scenes, performances, etc.)
- Manage website content using WordPress, including uploading and updating articles, event listings, and providing minor technical support for SAH member users
- Actively research and seek out local arts stories, proposing content ideas to the creative team.
- 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 must know how to edit reels and videos using mobile or desktop editing tools and have experience with websites (WordPress).

Key Skills:

- Journalism/storytelling experience
- On-camera reporting
- Strong written and verbal communication skills
- Excellent project management & collaboration skills
- Excellent multitasking skills with the ability to work with changing and competing priorities

- Video editing & some graphic skills (Adobe Premiere, Final Cut Pro, InShot, Splice, CapCut, etc.)
- Proficiency using Wordpress
- Proficiency in social media (Instagram, TikTok, 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

- Journalism Experience and proven experience interviewing individuals/artists
- Proven experience in video editing short-form content
- Experience in podcasting or vlogging
- Experience with WordPress and posting to websites
- Lived Experience in or knowledge of the Mississauga arts scene
- 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 (expectation is 3 days per week in the office).
- This position will require work outside of standard 9-to-5 hours. MAC offers time off in place of any hours worked beyond a typical 35-hour work week.

Application Process:

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

- Cover letter outlining your relevant experience and why you wish to work for MAC
- Resume/CV outlining your skills and experience
- Link to digital portfolio or website with relevant work samples

Please use the subject line: *SAH Arts Reporter & Content Creator*

The deadline to apply is August 4, 2025. The ideal 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.