

Community Partnerships & Events Coordinator

Date Posted:	Thursday, July 16, 2026
Application Deadline:	Applications are open until a suitable candidate is found
Anticipated Start Date:	Tuesday, September 1, 2026
Term:	Full-Time, One-Year Contract Position
Salary:	\$67,000-\$73,000/year (commensurate with experience)
Office Hours*:	40 hours/week
Location^:	MAC's office is currently located in Mississauga City Hall 300 City Centre Dr Suite 1055, Mississauga, ON, L5B 3C9~

**MAC's office is open Monday through Friday, 9am-5pm. This position will require 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.

~MAC's office will be relocating to 875 Enola Ave, Mississauga, ON in late August, 2026.

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 45th 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 that informs the public about local events, shares local artist stories, and identifies businesses that support the arts. It features a searchable directory of artist profiles, a comprehensive events calendar, and hundreds of news stories, articles, and videos.

Founded in 2021 by the Mississauga Arts Council (MAC), SAH serves as a diverse, multicultural hub providing a platform for professional artists to engage with the community, promote talent, and inspire local support.

Following a major relaunch featuring a faster, AODA-compliant design and seamless UI/UX, the new website has been running successfully for eight months. Driven by dedicated Content Creator support, user pickup and social media audiences are steadily growing.

Moving forward, MAC's new home at Derry House (875 Enola Ave) will serve as a dynamic, in-person space activated by future SAH events and activities.

Position Details:

This is a new role to support the strategic growth of SaugaArtsHub.com and the new in-person activations of MAC's new home at Derry House (875 Enola Ave, Mississauga)

Reporting to the Operations & Development Manager and the Creative Director & Strategist, the **Community Partnerships & Events Coordinator** will activate and animate Mississauga Arts Council's (MAC) physical and digital spaces. This role is responsible for supporting site activations across all artistic disciplines to bring MAC's new space to life, attracting artists, stakeholders, and the public to the Sauga Arts Hub (SAH) at Derry House. Working closely with the Arts Reporter & Content Creator, they will bridge the gap between local talent and the community, bringing artists' stories to new audiences and new audiences to our artists.

Community Partnerships:

- Relationship Management: Build and maintain meaningful relationships with local artists, arts groups, and community organizations. Driving engagement on the SAH online platform.
- Space Activation: Collaborate with local artists and MAC staff to activate the use of SAH spaces, both in person and via appearance on the website.
- Brand Ambassador: Act as an engaging brand ambassador for SAH and MAC at local arts events, festivals, and other strategic community gatherings.
- Outreach & Advocacy: Promote SAH's Creative Places directory to local arts groups, businesses, venues, places of worship, community centres, and schools to foster new partnerships.
- Member Growth: Coordinate and oversee member participation at Derry House (the physical home of the HUB), actively supporting the growth of SAH Membership.

Event Coordination:

- Venue & Logistics Management: Oversee event production services at Derry House; manage the event booking process, and assist guest arts groups with equipment and logistics.
- Scheduling: Manage the calendar for hosted events, including (but not limited to) studio visits, artist performances, workshops, and group meetings.
- Calendar Strategy: Support the Operations Manager in curating and executing vibrant calendar events, coordinating seamlessly with external guest parties.
- Sponsorship & Partnership development: Work alongside the Operations and Development Manager to engage corporate and community sponsors for SAH events.

Volunteer & Partner Engagement:

- Volunteer Coordination: Recruit, engage, and manage volunteers to support SAH-produced events and activations.
- Collaborative Partnerships: Cultivate community and corporate partnerships to elevate SAH-produced public events and member initiatives.

Role Overview:

The Community Partnerships & Events Coordinator will support the planning, organization, promotion, and execution of the Sauga Arts Hub (SAH) and MAC's year-round schedule of in-person and online events.

This position is ideal for an active, detail-oriented "people-person" with event production experience (ideally within Mississauga). This is a full-time career opportunity to collaborate with a dynamic MAC staff, local artists, and arts groups to help produce art exhibitions, live performances, and genre-based thought leadership workshops.

The successful candidate will comfortably navigate local arts and culture events to champion both the physical SAH space and the online platform (SaugaArtsHub.com). They will enable more—and better—events to take place at the new hub, actively contributing to a sustainable local creative economy.

Scope of Events:

Events vary in size but are typically intimate to mid-scale (up to 30 people indoors and 90 guests outdoors). Over the course of the year, the Coordinator will help deliver 12-16 SAH-produced events and coordinate additional member event bookings.

Key Skills & Requirements:

- Event Logistics: Experience with venue setup, artist/vendor coordination, and a strong understanding of event flow and safety procedures.
- Planning & Budgeting: Proven ability in event production planning, scheduling, and budget tracking.
- Relationship Building: Exceptional interpersonal, networking, and partnership-development skills.
- Project Management: Ability to work collaboratively while managing multiple projects, timelines, and deadlines simultaneously.
- Digital Literacy: Comfortable using (or quickly learning) Mailchimp, Eventbrite, website CMS tools, and CRM software (e.g., Keela).
- Content Collaboration: Ability to collaborate on digital storytelling (e.g., working with a Content Creator to help turn event highlights into engaging online content).

Assets (Preferred but not required):

- Deep knowledge of or existing relationships within the Mississauga arts and culture sector.
- Media relations experience or existing connections with local press.
- A valid Ontario G Driver's License and reliable access to a vehicle (required for attending off-site community events).

Pay and Benefits:

The salary range for this position is \$67,000-\$73,000 per year, commensurate with experience.

Other Benefits:

- Flexible scheduling - this position will require work outside of standard 9-to-5 weekday hours. MAC offers flexible time off in place of any hours worked beyond a 40-hour work week.
- MAC will cover mileage costs at \$.50/km when attending events in Mississauga.

Application Process:

Email the following items to Susan Durnin, MAC's Operations & Development Manager, 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 Partnerships & Events Coordinator*.

Applications will be reviewed upon receipt until a suitable candidate is found. Anticipated start date is Tuesday, September 1, 2026.

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.