

Marketing & Operations Coordinator

Organization: ArtsBuild Ontario (ABO)

Reports to: Executive Director (working closely with the Program Manager)

Position Type: Part-Time / Hybrid (24 hours per week)

Compensation: \$22.00 – \$24.00 per hour (commensurate with experience) with annual holiday closure

Location: Kitchener, ON (Hybrid work environment with regular on-site availability at 44 Gaukel Creative Workspace)

About ArtsBuild Ontario

ArtsBuild Ontario (ABO) is a provincial arts service organization that provides small and medium-sized organizations with tools, training, and advice to successfully manage creative spaces. ABO works to reimagine the future of creative spaces through dedicated research projects and an engaged network of supportive partners. Additionally, ABO manages tenant relationships and operations within a dedicated section of the 44 Gaukel Creative Workspace in Kitchener.

Position Overview

ArtsBuild Ontario is seeking an organized and creative **Marketing & Operations Coordinator** to join our small, dynamic team. This role bridges external communications and facility/operational coordination. Reporting directly to the Executive Director and collaborating closely with the Program Manager, the Coordinator will lead ABO's marketing campaigns, digital communications, graphic asset creation, and day-to-day administrative and tenant relations at 44 Gaukel.

Key Responsibilities

1. Marketing, Communications & Graphic Design

- Develop and execute multi-channel marketing plans and campaigns for ABO programs, workshops, and resource releases.
- Design clean, accessible graphic assets and promotional materials for social media, newsletters, website, and digital toolkits.
- Manage and curate content across ABO's social media platforms (Instagram, LinkedIn, Facebook, etc.).
- Draft and send monthly email newsletters and targeted outreach campaigns using Mailchimp.
- Maintain and update the ABO website (WordPress) to highlight current programs, news, and digital learning tools.
- Ensure all messaging and visual assets align with Equity, Diversity, Inclusion, and Accessibility (EDIA) principles and basic Accessibility for Ontarians with Disabilities Act (AODA) standards.

2. Facility & Tenant Operations (44 Gaukel)

- Serve as a primary point of contact for ongoing tenant communications, licensing coordination, and administrative support within ABO's designated section at the 44 Gaukel Creative Workspace.
- Coordinate logistics for on-site meetings, facility usage, and shared space maintenance in collaboration with venue partners.
- Support facility transition workflows, tenant onboarding, and operational compliance as required.

3. Program & Event Logistics Support

- Coordinate online programming and event logistics (webinars, Zoom meetings, Eventbrite registration).
- Maintain and organize ABO's digital library of resources, toolkits, case studies, and survey tools.
- Support outreach efforts to grow ABO's network of artists, creative space managers, and community partners.

Qualifications & Skills

Experience & Education

- 2+ years of experience in marketing, communications, graphic design, or administrative operations, ideally within the non-profit, culture, or creative sectors (or equivalent lived/professional experience).
- Demonstrated experience managing professional social media channels and digital email campaigns.

Technical & Software Proficiency

- Proficiency with email marketing platforms (e.g., Mailchimp), content management systems (WordPress), and graphic design software (Canva, Adobe Creative Suite, or similar).
- Comfort with Google Workspace, survey platforms (e.g., SurveyMonkey), registration software (Eventbrite), and virtual event platforms (Zoom).
- Familiarity with hybrid collaboration tools (Slack, Asana, Trello).

Core Competencies

- Exceptional organizational, priority-setting, and time-management skills to balance multiple projects in a small-team setting.
- Strong written and verbal communication skills with a keen eye for detail.
- Demonstrated understanding of EDIA principles and commitment to accessible communication standards.
- Proactive problem-solving mindset and comfort working both independently and collaboratively.

Work Environment & Requirements

- Ability to work in a hybrid capacity, with regular on-site availability at 44 Gaukel in Kitchener to support tenant operations and team meetings.
- Occasional flexible hours (e.g., occasional evening or weekend events) as operationally required.

How to Apply

ArtsBuild Ontario is committed to building an inclusive and equitable working environment. We encourage applications from Indigenous peoples, racialized individuals, people with disabilities, and members of 2SLGBTQIA+ communities.

Please submit your cover letter and resume as a single PDF to **Bruce Pitkin, Executive Director** at bruce@artsbuildontario.ca with the subject line *"Application: Marketing & Operations Coordinator"* **until August 15, 2026.**

If you require accommodation at any point during the recruitment process, please contact us at the email address above.