



# We are hiring

## Digital Marketing Coordinator

### Job Description

Oxtongue Craft Cabin & Gallery in Dwight, Lake of Bays, is hiring a digital marketing coordinator to create, implement and manage our online marketing strategies for the 2026 summer season. This is a unique opportunity for an art-loving, social media person seeking experience to build their skills in a fast-paced, Muskoka summer season. The successful candidate will practise and develop skills that are transferable for future workforce success.

### Key Responsibilities

- create and manage online content including writing, take photos and videos
- coordinate messaging across digital platforms including social media, website and e-newsletters
- research and cross-promote local activities to engage people to visit the area
- monitor and respond to comments on social media
- enhance the gallery's website SEO and update the site as necessary
- manage online advertising budget, interpret data and analyze campaign success

### Position Details

- 8-week contract (July-August; could start and finish earlier)
- 35 hours per week at \$20.00/hr
- must have transportation to get to our location in Dwight; some remote work is possible
- this position is supported by Canada Summer Jobs. Applicants must: be 19-30 years old, have a valid SIN, and be a Canadian citizen, permanent resident or person with conferred refugee status and legally entitled to work in Canada.
- you will be mentored and supervised in order to provide meaningful skill development

### Required Skills

- a strong understanding of digital marketing principles
- keen eye for design to create a consistent look
- experience with content creation and writing copy with a consistent voice
- proficiency with social media platforms and management tools
- skillful written and oral communication
- work independently and collaboratively
- knowledge of SEO and MailChimp (can train) for e-mail marketing
- candidates must meet the required criteria for Canada Summer Jobs eligibility. Read more here.

### About the Gallery

Oxtongue Craft Cabin & Gallery is Muskoka's longest-running gallery and a premier destination experience. The gallery exhibits and sells fine craft and original artwork created by over 100 contemporary Canadian artists, artisans and studio jewellers. We are a small team of dedicated and creative individuals who provide exceptional customer service in a relaxed, professional setting.

**To Apply:** please send your resume and cover letter to [info@oxtonguecraftcabin.com](mailto:info@oxtonguecraftcabin.com) by June 19, 2026. Potential candidates will be notified for an interview. The gallery is an equal opportunity employer.

*We look forward to hearing from you!*