

VANCOUVER ART GALLERY ASSOCIATION
FULL TIME MATERNITY LEAVE POSITION AVAILABLE
Graphics Production Assistant

DUTIES:

Reporting to the Designer for Exhibits, Graphics and Production, the incumbent assists in the production of graphic and signage materials for gallery exhibitions, programs and wayfinding.

Responsibilities include managing production workflow for output to large format printer and vinyl plotter; loading materials and operating the plotters; calibrating RIP software and graphic files for accurate colour reproductions; setting up graphic files for multi-panel output; maintaining tracking systems for production files, materials and supplies, equipment servicing, suppliers, costing, and software updates. Researching and updating materials used. Coordinating with the team of graphic designers and installers to ensure efficient and accurate output of graphic materials and creating production timelines in coordination with Designer.

QUALIFICATIONS:

Post Secondary courses in graphic production, plus three years experience in print and cut vinyl production is required. Demonstrated experience with Onyx RIP software, large-format printing, materials and production workflows is required. Graphic installation and museum or gallery related work experience is an asset.

As the graphics production assistant, you will have proficient knowledge and skills with Adobe InDesign, Illustrator and Photoshop applications, MS Office, Onyx RIP software, the current Mac OS and a basic understanding of file management on a shared server structure. The successful applicant will demonstrate superior communication and organizational skills, excellent technical skill with regard to print handling, a proactive work ethic, clear comprehension of a multifaceted workflow, and the ability to work effectively with others in accomplishing projects with high production standards and compressed timelines. Excellent time-management and a high attention to detail in proofreading text and design elements are also essential. This work requires the ability to lift heavy materials.

SALARY: Pay Grade 18 Step 1 \$23.02 per hour plus the appropriate % in lieu of benefit

HOURS: 70 hours bi-weekly, Nine-day fortnight, starting March 2019

Please submit your resume by Friday, January 29, 2019 to Debra Nesbitt, Director of Human Resources, Vancouver Art Gallery, 750 Hornby Street, Vancouver, B.C.
V6Z 2H7, Fax: 604-682-1086 or email hr@vanartgallery.bc.ca.