

**VANCOUVER ART GALLERY ASSOCIATION**  
**REGULAR FULL-TIME POSITION AVAILABLE**  
**DIGITAL & GRAPHIC DESIGNER**

Reporting to the Director of Marketing, Communications & Public Affairs, the Digital & Graphic Designer schedules and coordinates the design and production of graphic requirements for marketing communications materials for the Gallery. Coordinates, designs and produces marketing and promotional pieces including invitations, posters, brochures, banners, program guides, the Gallery Members' newsletter, eNews, the digital newsletter, and other weekly/monthly email communications to visitors and members. Works with other marketing staff to coordinate, design and develop Gallery print and digital advertising. In addition, this position maintains the visuals and content of the website through updates and coordinates more complex changes with a web service provider. Assists with special events and projects as needed. Provides administrative support to the marketing department.

**DUTIES:**

Coordinates the design of the Gallery's Annual Report and Members Newsletters: tracking and ensuring adherence to timelines for various preparation stages such as copy compilation, layout and proofing.

Works closely with the Director of Marketing, Communications & Public Affairs and the Marketing Specialist to assist, design and/or coordinate Gallery advertising. Obtains and consolidates data, images and other necessary documentation regarding exhibition and public programs information.

Designs and coordinates the distribution of monthly eNews and emails communications to members, media and others on a project-by-project basis.

Schedules and coordinates the design and production of Gallery graphic requirements such as brochures, newsletters, presentations, ads, posters and invitations in support of exhibitions, special events and other Gallery initiatives.

Working closely with the Marketing Specialist, coordinates the production of marketing print and digital materials; liaises with a print partner regarding print job requirements and scheduling, discusses quotes, advises on design and other print options and proposals; confirms the placement of orders; and follows-up with production schedule ensuring deadlines are met.

Updates the Gallery website on an ongoing basis and liaises with the web developer on more complex changes. Regularly contacts other Gallery departments for current information for the website, adding this content in a timely fashion, as necessary.

Assists the senior division staff with various divisional functions including; proofing marketing materials; updating and circulating monthly and weekly Gallery listings;

coordinating e-comms and mail-outs of various materials; distributing promotional and marketing materials; and performing a variety of coordination functions relating to marketing activities; for example, coordinates the distribution of all exhibition print collateral, both internally and externally, coordinates the availability of exhibition images and logos on the network, in the correct format, for internal Gallery use.

Provides administrative support to the Director of Marketing, Communications & Public Affairs and other staff of the Marketing Department as requested and provides back-up during periods of vacation or absence for Marketing staff as directed.

**QUALIFICATIONS:**

- A university degree, Diploma or the equivalent in graphic design or a similar, related field or sturdy
- Considerable knowledge of relevant software, computer applications and information technology such as database and desktop publishing software and electronic media.
- Considerable knowledge of print production processes and website design and maintenance.
- Considerable knowledge and skill in graphic design principals, methods and techniques.
- Demonstrated typographic, colour, and layout abilities, production knowledge, and an understanding of digital production for print.
- Working knowledge of marketing concepts and methodologies.
- Excellent creative abilities to design marketing material for the effective advertisement and promotion of gallery exhibitions and programs.
- Excellent skills in Adobe Creative Suite, including Photoshop, InDesign, Illustrator, as well as advanced knowledge of Microsoft Office Suite applications.
- Experience working with website content management systems (Dreamweaver, Wordpress).
- Ability to design and/or code website, microsites, landing pages, emails and other projects. You must have good HTML and CSS skills.
- A portfolio reflecting design abilities, as well as demonstrating creativity and attention to quality and detail.
- Ability to communicate effectively and maintain quality relationships with a variety of external and internal contacts.
- Ability to prioritize projects and meet deadlines using time line planning skills and techniques

**SALARY:** Pay Grade 20 Step 1 \$24.83

**HOURS:** Nine-day fortnight

Please send your cover letter and resume, in confidence, by Friday, March 23, 2018, to the 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](mailto:hr@vanartgallery.bc.ca)

*We thank all applicants for their interest; however, only those short-listed will be contacted.*