

VANCOUVER ART GALLERY ASSOCIATION
1 PART-TIME POSITION AVAILABLE
Graphics Production Assistant

DUTIES:

Reporting to the Audio Visual Technician III, the incumbent assists the Designer for Exhibits, Graphics and Production 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; creating production timelines in coordination with Designer; 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 and 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.

QUALIFICATIONS:

Post Secondary courses in graphic production, plus three years experience in print and/or cut vinyl production is required. Demonstrated experience with 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 (or related), the current Mac OS and a basic understanding of file management on a shared server structure. Knowledge of SketchUp and FileMaker applications are an asset. 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: 14 hours per pay period, 2 days per week, (Monday & Tuesday) 7 hour days and additional days as needed.

Please submit your resume by Friday, March 31, 2017 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.

