

**VANCOUVER ART GALLERY ASSOCIATION**  
**1 PART-TIME POSITION AVAILABLE**  
**Production Graphic Design Assistant**

**DUTIES:**

Reporting to the Designer: Exhibition, Graphics and Production, the incumbent administers the graphic design of templates and layouts for gallery exhibitions, programs and wayfinding.

Responsibilities include assisting the Designer and working with Gallery staff in creating and developing concepts, populating pre-designed templates and completing the final design with specifications for exhibition and signage graphics to a production ready standard; populating templates with approved text and images; planning and scheduling for the graphic needs and requirements with the Design Department staff; assisting with planning for production and installation of the graphics; creating 2D technical and plan drawings; layout and set up of large scale murals/illustrations; editing images; assisting with research and planning for the department; ability to take direction and adapt to quickly changing design feedback and other related duties as required.

**QUALIFICATIONS:**

Bachelors degree in graphic design, communication design, industrial design or related degree plus a minimum of 5 years experience in a graphic design position. Previous experience in a production design position and working in a team environment is required. Previous experience working in large cultural organizations is an asset.

As the Production Graphic Design Assistant, you will have advanced knowledge and skills with the most current Adobe InDesign, Illustrator, Bridge, Acrobat and Photoshop applications, MS Office, the current Mac OS and a an understanding of file management on a shared server structure. Knowledge of SketchUp, Onyx RIP software, Basecamp and FileMaker applications are an asset. The successful applicant will demonstrate superior communication and organizational skills, excellent technical skills with regard to graphic design (typography, colour theory, image editing, layout), 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.

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

**HOURS:** 42 hours bi-weekly with additional hours as needed

Please submit your resume by Friday, July 20, 2018 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](mailto:hr@vanartgallery.bc.ca).