

VANCOUVER ART GALLERY ASSOCIATION
EXCLUDED PART-TIME POSITION AVAILABLE
SENIOR WRITER

Reporting to the Director of Marketing, the Senior Writer is responsible for research and developing speeches, presentations and written communication in support of the Director's office and Board leadership for key external stakeholders including elected officials, senior bureaucrats, community and business leaders and special interest groups. The Senior Writer will undertake key content development projects geared to both general and targeted stakeholders and key audiences. Responsibilities will include writing materials (speeches, letters, briefs, etc.) generating ideas, conducting background research and interviews. Provides general writing support and coaching assistance to the senior staff members on high-value strategic writing needs and projects. The Senior Writer is a great storyteller with demonstrated success translating complex ideas and vision into compelling and engaging content. The Senior Writer must be able to translate the Gallery's vision and mission, to work on brand and to generate immaculate copy with acute attention to detail.

DUTIES

Researches the needs and attitudes of targeted internal or external audiences. Writes, produces and coordinates clear vivid prose for speeches, lectures, interviews, talking points and other projects for the Director and other senior managers.

Ensures a consistent message and writing style across all work, while adapting voice and style to the Director, Senior Managers and Board of Trustees for articles, op-eds, speeches and more.

Collaborates effectively with other staff members, member organizations and external partners to develop ideas, collect content and ensure the highest possible quality.

Serves as resources to senior managers in evaluating venues, identifying speaking opportunities and screening external speaking invitations. Creates opportunities that help shape public opinion by articulating in writing the Gallery's position on issues.

Provides strategic communication support to senior management on major speeches and key messages. Provides coaching on overall presentation and delivery tactics. Provides recommendation on how to influence audience perceptions and behaviours.

Develops relationships with peer partners and cross-functional teams to promote consistent messaging among audiences and ensure linkage to the Gallery's mission, culture, and overarching business strategy.

Develops evaluation strategies, assesses the effectiveness of delivery, and provides feedback.

Writes smart clear long-form pieces for print publication and works with other creative teams to repurpose writing for various internal and external channels.

QUALIFICATIONS

- Bachelor's degree with at least some course work in art history and or fine arts. Minimum of 5 years of related experience, or equivalent combination of training and experience.
- Excellent written and verbal communication skills.
- Experience interviewing, coaching, and analysing senior leaders on communications delivery.
- Experience with finance and business communications. Advanced communication, development, proofreading, editing, and project management.
- Proficient in MS Office Suite and research.
- Strong internal and external communication skills.
- Good organization, prioritization, and time management skills
- Ability to think critically and act strategically.
- Personal integrity and good judgement.

Please send your resume and salary expectation, in confidence, by Friday, May 3, 2019, 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

Vancouver Art Gallery is committed to inclusivity, diversity, equity, and accessibility in reflecting and respecting the local and international community it serves.