



580 DUNCAN AVENUE  
COURTENAY BC V9N 2M7

PHONE 250.338.6211  
GALLERY TUES-SAT 10-5  
SHOP MON-SAT 10-5

## Production and Communication Coordinator

---

**Wage: \$15 - \$20/hr      Commitment: 20 hours/week to start**  
**Duration: 6-Month Contract Position with possibility for extension.**

Reporting to the Curator, this position is responsible to coordinate and support CVAG's production activities, including ongoing exhibition production and the production of artists engaged in CVAG Creative Residencies. This involves:

- Communicating with CVAG staff and artists to determine production and communication needs
- Providing direct support to staff and artists in production, including:
  - Technical support
  - Community collaboration support
  - Administrative support
  - Publication/communication support
- Following-up with Artists post-presentation as needed
- Linking Creative Residencies with CVAG systems, including production platforms, housing platforms, communication platforms, public events, and presentation/exhibition platforms.
- Overseeing Production and Communication –based staff and interns.
- Overseeing the production of publications, including witness practice and documentation, procuring text and image content, coordinating and organizing these within a curatorial/design concept, etc.

### Requirements

This position requires a broad range of technical/production skills, and a working knowledge of multiple production and creative practice approaches. It requires strong organizational skills, and a commitment to team-building through communication. Required skills include:

- Working knowledge of Adobe Creative Suite
- Working knowledge of exhibition and event production
- Working knowledge of presentation/production equipment, including audio and video recording and playback equipment, interactive platforms, pa systems, streaming, sensors, etc. projectors, media players, video production gear, etc.
- Demonstrated history of working in a range of production platforms, including social media, web, and time-based platforms
- Working knowledge of MS Office, Outlook, enews, social media
- Strong writing and administrative skills
- Strong community-development/collaboration skills

This position serves as a coordinating 'hub' within our organization. It connects staff and artists with key areas of our organization, and paves the way for CVAG programs to have greater impact within our organization and community.

To apply for this position, email your resume and cover letter to Sharon Karsten: [director@comoxvalleyartgallery.com](mailto:director@comoxvalleyartgallery.com) by April 19, 2017.