



Design and Production Assistant

The Comox Valley Art Gallery is seeking candidates for an internship as a Design and Production Assistant. This is a 35-week position starting ASAP. The hourly wage is \$18.00 and the work week is 30 hours.

Ideally candidates would be recent graduates of a University or College program.

The Design and Production Assistant will report to the Program Director. Their tasks will include:

- creating promotional print and digital material for the Gallery's programming;
- formatting work to send to local printers;
- editing/correcting still photographs and images;
- preparing graphics, images and text for posting to website and social media;
- providing digital technical support to artists;
- documenting artwork and exhibitions through video and photography;
- proper storage of documentation;

Experience with Adobe Creative Suite is a requirement. Experience with other design software and video post productions is an asset.

The ideal candidate will be a recent graduate in fine arts, communications, graphic design, or a related field of study. They must have a strong commitment to art, the arts community and to community engagement.

The ideal candidate will have an enthusiastic attitude about the contribution of the arts to the community, will have excellent organizational skills, and excellent oral and written communication skills.

A criminal record check is required to work with children.

The Comox Valley Art Gallery is a contemporary arts centre run by a not for profit society. It is dedicated to presenting and fostering contemporary art by professional artists from the region, the country and beyond. We are located on the unceded territory of the K'ómoks First Nation, and we recognize the enduring presence of First Nations people on this land.

The Comox Valley Art Gallery is committed to a diverse, inclusive work environment. We welcome applications from students who are Indigenous, racialized, members of the LGBTQ2S community, differently-abled, or part of any other equity-deserving group.

APPLICATION DEADLINE: Wednesday, May 31 2023

Please submit your resume to director@comoxvalleyartgallery.com