



Digital Production Assistant

The Comox Valley Art Gallery is seeking candidates for an internship as a Digital Production Assistant. This is a 35-week position starting July 24 or sooner. The hourly wage is \$17.50 and the work week is 30 hours.

Candidates must be recent graduates of a University or College program, 30 years old or younger, and meet eligibility requirements under the Young Canada Works program.

The Digital Production Assistant will work under the direction of the Program Director. Their tasks will include:

- using Adobe Creative Suite to produce print and digital material to promote art exhibitions, gallery events, didactic material, signage, etc.
- editing/correcting still photographs;
- posting images and text to website and social media;
- providing digital technical support to artists;
- proper storage of documentation.

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.

Experience and familiarity with Adobe Creative Suite design is a requirement. Experience with video editing, sound recording, writing, and media relations are strong assets.

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: July 17, 2023

Please submit your resume and cover letter to director@comoxvalleyartgallery.com