



COMMUNICATIONS ASSISTANT

The Comox Valley Art Gallery is seeking applications for the position of Art Gallery Communications Assistant, pending funding approval from Young Canada Works.

The proposed starting date is May 13, 2024. The duration of the position could be 16 weeks, pending funding. The hourly wage starts at \$17.50 and the work week is 35 hours.

Applicants must have registered as a high school or post-secondary student. They must also:

- be a Canadian citizen or a permanent resident, or have refugee status in Canada;
- be legally entitled to work in Canada (have a valid social insurance number); and
- be between 16 and 30 years of age inclusively at the start of employment.

The Communications Assistant will provide support in the following areas of Gallery operations:

- editing, designing, producing and distributing promotional material for Gallery exhibitions and events, both virtual and print;
- taking still and video images of Gallery exhibitions and events;
- using photoshop and/or other programs to colour correct and enhance photos;
- post-production on video;
- preparing images for posting to our website and social media, and distributing to local media;
- assisting with livestreaming events;
- helping to develop a marketing plan for summer and fall programs at the Gallery;
- conducting video interviews with participating artists;
- writing and/or compiling + editing articles and press releases for media and local magazines;
- helping store and properly organize the Gallery's digital communication files;
- shifts at our reception/shop; and
- assisting with administrative tasks, and other support as requested.

The ideal candidate will be studying fine arts, communications, art education, cultural management, or arts administration. They will have a strong commitment to the arts community, to the professional presentation of art exhibitions, and to customer service. The candidate should have experience with computers, software and data-sharing. This includes Microsoft Office and Creative Suite. They should also have some experience with video and still photography, social media, and cloud-based data sharing. Other assets would include experience with communications, art exhibition, graphic design and customer service.

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 is April 26, 2022. Please submit your resume to director@comoxvalleyartgallery.com