



POSITION: Digital Design and Production Assistant

(pending approval from funding agency)

Deadline to Apply: April 10, 2025

Starting Wage: \$20 per hour

Start Date: April 21, 2025

Contract Term: 35 weeks

The Comox Valley Art Gallery is seeking candidates for an internship as Digital Design and Production Assistant. This is a 35-week position starting April 21, 2025. The hourly wage starts at \$20 and the work week is 30 hours.

Candidates must be graduates of a University or College program. To be eligible, they must:

- 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);
- be between 16 and 30 years of age at the start of employment.

The Digital Design and Production Assistant will report to the Director of Curatorial Programming. In close consultation and under the direction of the Director of Curatorial Programming, the Intern will be responsible for creating a digital publication, short video, and website content to celebrate the Gallery's 50-year history.

The Intern's specific responsibilities will include:

- reviewing, organizing and documenting material from the Gallery's archives, the Courtenay Museum, and the personal collections of individuals who have been instrumental in the Gallery's development;
- conducting video interviews, in small groups and/or individually, with key figures in the Gallery's development, from original founders to young artists who represent the Gallery's future;
- documenting events and talks that celebrate the Gallery's history;
- creating a short video that highlights key points in the Gallery's history, and plans for the future;
- creating a digital publication that tells the story of the Gallery's originals and key developments;
- creating a digital archive on the Gallery's website that documents the Gallery's history;
- posting regular items on social media about the Gallery's history.

The ideal candidate will be a graduate of a graphic design, digital production or video production program. They must have a strong commitment to art, the arts community and to community engagement. The ideal candidate will have experience with video and photographic equipment, video post-production, Creative Suite, web design and social media. The ideal candidate will have an enthusiastic attitude about the contribution of the arts to the community, will have excellent organizational skills, and strong oral and written communication skills.

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 Nations, 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.

Deadline to apply is April 10, 2025. Please submit a resume and cover letter to director@comoxvalleyartgallery.com.