



## **Communications and Development Assistant YCW Summer Student Contract**

---

### **The Organization**

The Contemporary Art Gallery is Vancouver's longest standing independent public art gallery dedicated to the research, exhibition, education and documentation of contemporary visual art as it is practiced locally through to internationally. It aspires to generate significant audiences for its innovative and diverse programs through free access and a profile that is international in scope. CAG aims to be perceived as a producer and transmitter of new ideas and activities, as a container for artistic experience. Radiating out from our center in Vancouver, our program seeks to signify an understanding of art as something of meaning in our daily lives, asserting a continuum, enmeshed within and of significance to all other experiences.

### **Job Summary**

The Contemporary Art Gallery is seeking a Communications and Development Assistant to provide crucial support towards marketing, press and publicity campaigns for our summer and fall exhibitions including the successful promotion of related programming and annual fundraising events. The Communications and Development Assistant will perform these duties during a 14 week period at 35 hours per week. We offer a flexible work week with some evenings and weekends required. The position will be conducted in English and will begin May 27, 2019 to August 30, 2019.

This summer student position is part of Young Canada Works. Applicants must be a full-time student in the semester immediately preceding June, returning to school full-time in the fall and be between 16 and 30 years old at the start of employment. Eligible applicants must also be Canadian citizens, permanent residents or have official refugee protection status, be legally eligible to work in BC, not have another full time job (30+hours/week) and be registered in the YCW online candidate inventory ([www.youngcanadaworks.gc.ca](http://www.youngcanadaworks.gc.ca)).

### **Duties will include**

- Planning, development and delivery of press, publicity and social media marketing campaigns for exhibitions, events, learning and outreach programs
- Planning, development and delivery of publicity and social media marketing campaigns for the 31st annual Gala and Art Auction
- Assist with a comprehensive ticket-sales campaign for the fundraising gala
- Documentation and filing of press cuttings
- Creation of both Development and Marketing content and campaigns for e-newsletters and social media streams
- Promotion of events via CAG website, online listings and internal posters
- Other duties as required



#### Qualifications and attributes

- A background or demonstrated interest in visual arts, communications, marketing, development or related disciplines
- Enrolled in a post-secondary education institution in a communications or visual arts program
- Must be able to work in a PC office environment using Word and Excel
- Careful attention to detail and creative problem solving
- Solution-driven with the ongoing desire to make things more effective and efficient
- Excellent time management skills and demonstrated ability to manage multiple projects and priorities
- Strong written and verbal communication skills
- Ability to conduct analysis and strategize
- Experience working in a team environment
- Working knowledge of Adobe Creative Suite
- Strong knowledge of social media marketing

Hours: Flexible work week to be discussed, 10am – 6pm

Salary: \$15.00 per hour, plus a percentage in lieu of benefits. Occasional evenings may be required.

Application deadline: Friday, April 5, 2019 at 5pm.

Submit your resume and cover letter in one PDF via email with the subject Communications and Development Assistant Application to [employment@contemporaryartgallery.ca](mailto:employment@contemporaryartgallery.ca). Please indicate how you meet the student eligibility requirements for this position.

For more information about the CAG, please visit our website at: [www.contemporaryartgallery.ca](http://www.contemporaryartgallery.ca). We are an equal opportunity employer and encourage applications from all qualified candidates.

Applicants must be a full-time student between the ages of 16-30, returning to studies in the fall. Applicants must also be Canadian citizens, permanent residents or have official refugee protection status, be legally eligible to work in BC, not have another fulltime job (30+hours/week) and be registered in the YCW online candidate inventory ([www.youngcanadaworks.gc.ca](http://www.youngcanadaworks.gc.ca)).

Only those selected for an interview will be contacted.

Please note that this position is subject to funding approval from Young Canada Works.