

Job Posting – Communications Lead

Gallery 2 – Grand Forks Art Gallery is seeking a dynamic and experienced **Communications Lead** to provide graphic design and communications expertise across all areas of operation for a vibrant regional art gallery. Reporting to the Director/Curator, the **Communications Lead** is responsible for aspects of gallery communications, documentation, and promotion. This position plays a critical role in creating excitement about Gallery 2 exhibitions and public programs, sharing the Gallery’s mission, mandate, and calls to action, and engaging with partners, supporters, and the community.

This is a full-time, salaried position located in Grand Forks, BC, based on a 35-hour week. The starting salary is \$40,000 yearly. Core hours are 9:30 – 4:30 Tuesday to Saturday with occasional evenings and weekends.

Position Accountabilities

Accountabilities:

- Develop and implement a comprehensive Gallery 2 communications strategy.
- Work cross-departmentally to ensure that all areas of Gallery 2 (including Gift Shop, Art Rental & Sales, and Visitor Services) are appropriately and enthusiastically promoted.
- Ensure that all public-facing materials conform to Gallery 2 brand standards.
- Assist with exhibition development and design as required.
- Provide graphic design and production support across all areas of gallery operations, including (but not limited to) program guides, exhibition invitations and posters, annual reports, promotional materials, signage, etc.
- Develop copy, visuals, and content for all gallery communications, ensuring a consistent organizational tone.
- Document (photo and video) and promote (print, online, and social media) Gallery 2 exhibitions and programs, gift shop, art rental & sales program, and special events.
- Maintain and update Gallery 2 website and social media channels.
- Provide in-house technical support for Gallery 2 IT resources.
- Maintain and update gallery photo library.
- Identify opportunities to evaluate, improve, and refine gallery communications.
- Provide front desk coverage for Visitor Services as required – Saturdays and rotating lunch coverage.
- Work productively and positively with all Gallery 2 staff to achieve the strategic goals and mandates of the organization.

Qualifications & Competencies

- Post-secondary education in visual arts, art history, graphic design, or other related field. An equivalent combination of education and experience may be considered.
- 3-5 years of relevant experience in a gallery, not-for-profit, or other related setting.
- Demonstrated working knowledge of Office 365, Adobe Photoshop, Illustrator, and InDesign. Proficiency with styles and templates within Office 365 and the Adobe suite is considered an asset.
- Ability to write and edit across different platforms and for different audiences including social media, print, and digital media.
- Consistency and attention to detail.
- Experience managing organizational social media accounts, SEO, and analytics.
- Adaptable and flexible; able to work within a small team environment and manage competing priorities.
- Strong administrative and organizational skills.
- Fine art, craft, or photography practice is considered an asset.
- Tangential experience working in the arts (exhibition installation and design, curation, programming, etc) is considered an asset.
- Demonstrated interest in contemporary art, art history, and craft.

Please submit a cover letter, resume, 1-2 page writing sample, and design example(s) by **Friday, December 2, 2022** to Tim van Wijk, Director/Curator at tvanwijk@g2gf.ca.

Women, people of colour, Indigenous persons, persons with disabilities, people in the LGBTQIA2S+ community, and people from other historically excluded communities are strongly encouraged to apply. Gallery 2 offers a competitive total compensation package including flexible hours, health benefits, paid sick leave, and vacation.

We thank all applicants for their interest in this opportunity; however, only short-listed applicants will be contacted.

About the Gallery

Gallery 2 - Grand Forks Art Gallery is located on the unceded traditional territories of the Sinixt and Sylix Nations; the gallery serves an area stretching from Kelowna to Castlegar in the southern interior of British Columbia. Since 1984, Gallery 2 has delivered professional exhibitions and programming that expand our audience's understanding of the world, push boundaries, and provide unique perspectives.