

Marketing Assistant – SUMMER STUDENT**Bill Reid Gallery of Northwest Coast Art**

639 Hornby Street, Vancouver BC

604.682.3455

www.billreidgallery.ca

Period of employment: May 14 - August 3, 2018 (12 weeks)

Hours: 9:30 am – 5pm Monday to Friday (7 hours per day with 1/2 hour lunch)

Salary: \$15.00 per hour

The mandate of the Bill Reid Gallery (BRG) is to reveal the vital and diverse Indigenous cultures of the Northwest Coast through the extraordinary work of Bill Reid and inspirational contemporary art. We respectfully acknowledge the Coast Salish Peoples on whose traditional territories we live and work, and all the First Nations of the Pacific Coast.

Job description

The Bill Reid Gallery is celebrating its 10th anniversary in 2018 with a gallery renovation and a major rebranding and refreshing of its image. At the end of the rebranding project, we will need to prepare and produce new signage and marketing collateral for public distribution. The Marketing Assistant will work closely with the Bill Reid Gallery staff to coordinate the writing, design, review process and physical creation of the new materials and signage, and plans for distribution. The materials may include pamphlets and brochures, interior and exterior wayfinding signage, banners, and other marketing handouts.

This is a unique opportunity for a student interested in marketing to gain important experience by overseeing the outcomes of a rebranding project. The student will also be immersed in the wonderful artwork of Bill Reid, and given the opportunity to get a deeper understanding of Indigenous cultures and values. The Assistant must be organized and detailed oriented and will perform other related duties as required.

The Marketing Assistant will acquire skills in writing, researching, museum policy, goalsetting, developing budgets, working with experts in graphic design, printing, marketing and communications. They will gain strategic planning, problem solving and leadership skills under direction of gallery staff. The setting will provide experience in cultural diversity, working as a team, and working collaboratively.

Skills required

This position is suited for students in the field of Marketing and Communications, Indigenous studies, fine arts, museum studies, or curatorial studies.

Must be a current student between the ages of 16 and 30 and intend to return to your studies in the fall. Indigenous students are encouraged to apply.

Good level of computer literacy including spreadsheets, Office, email.

Fluent in English, Indigenous language would be an asset

Knowledge of Northwest Coast art and Indigenous cultural history an asset

Candidates will be chosen on the basis of their skill level and ability, therefore we welcome all applicants regardless of race, gender or disability.

Applications

Please forward applications with resume and cover letter by email to:

Laurie Buckley, Marketing Specialist

marketing@billreidgallery.ca

Applications will be accepted until April 20, 2017.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.