



PoCo Heritage Museum and Archives
Operated by The Port Coquitlam Heritage and Cultural Society

Position: Illustrator/Graphic Designer

The Port Coquitlam Heritage and Cultural Society is a volunteer driven non-profit organization that operates Port Coquitlam's only museum and archives and is dedicated to celebrating and preserving Port Coquitlam's diverse heritage and culture.

We are seeking an Illustrator/Graphic Designer to join our team this summer!

Working under the direction of the Manager and Curator, the Illustrator/Graphic Designer will be responsible for:

- Creating art and graphic design work for our upcoming exhibits
- Create art and graphic design posters, social media images, and other promotional material for exhibits, events and programming
- Create various support materials and template documents for the museum such as brochures, invitations, advertisements etc.
- Other duties as assigned

Qualifications:

- Courses in Graphic Design/Graph Arts required, postsecondary diploma in Graphic Design/Graph Arts preferred
- Demonstrated graphic novel/cartooning ability
- Proficiency in Adobe Illustrator, Photoshop, and InDesign
- A strong portfolio demonstrating your layout and design experience
- Experience with PC-based computer systems and Microsoft Office Suite
- Outstanding organizational skills and attention to detail
- Able to work independently and in a collaborative environment
- Excellent English oral and written communication and interpersonal skills
- Able to lift and carry boxes and supplies up to 20 lbs, and able to climb ladders and reach overhead

Desirable skills:

- Experience with WordPress
- Experience working in a museum environment

**Eligibility**

These positions are pending receipt of funding. You will be eligible to apply if you:

- Are between 18 and 30 years of age at the start of employment
- Are a Canadian Citizen, permanent resident, or have refugee status in Canada
- Can provide a satisfactory police record check prior to hiring

The position is a full time, 16 week summer position from April 30 – August 17, 2019. Hours are 32.5 hours per week, Tuesday to Saturday at the rate of \$16 per hour plus 4% in lieu of vacation pay.

Please submit a cover letter and resume to:

Kelly Brown, Manager and Curator
info@pocoheritage.org by midnight on Monday, April 8, 2019.
Subject: Job Posting – Illustrator/Graphic Designer

We thank all applicants for their interest; however, only those selected for an interview will be contacted and asked to provide their portfolio.