

## **Job Posting: Digital Engagement Coordinator**

The **Britannia Art Gallery** is an accessible community-based gallery that hosts exhibitions, artist talks, workshops and special events. The gallery showcases artists and artisans who live or work in Britannia Community Centre's catchment, ranging from professional and leisure artists, artworks by school children, to art produced by members of mental health organizations in the area. The gallery is integrated into the Britannia Library site.



**We are seeking a Digital Engagement Coordinator:** a positive forward-thinker who enjoys working in a digital environment. This position supports community engagement strategies through effective message-driven, multi-channel content development and communications with local, national and global audiences interested in the work of diverse artists in East Vancouver. This position will work closely with the Curator of the Britannia Art Gallery and the Community Arts Programmer at Britannia Community Centre.

### **Tasks**

- Collaborate to create a strategically-aligned digital engagement and communications plan for the year, based on community interests, web analytics, and emerging trends.
- Develop visual communications and archives, including documentation of exhibitions, openings, and artwork as well as any related workshops or events.
- Produce livestream & pre-recorded events with local artists, including some post-production
- Maintain and grow the Britannia Art Gallery website
- Maintain a consistent social media “voice” & message hierarchy with legal compliance
- Design monthly gallery brochures, invites, and posters including copy, with direction from senior staff for both print and social media

### **Qualifications:**

- Relevant Bachelor's or professional degree; or an equivalent combination of experience.
- Three years' experience creating online/digital content or other writing for publication
- Strong collaboration and communication skills
- Strong understanding of design and visual communication principles
- Knowledge of the digital media landscape, including current industry and user trends
- Proven skills in organization, planning, attention to detail, and creative problem-solving
- Ability to manage multiple projects simultaneously and meet required timelines
- Proficient with Microsoft Office, Adobe suite, Google Suite, and Zoom or other video presentation software such as WebEx
- Own laptop with webcam and design software

### **Preferred Skills:**

- Two years' experience in public/media relations
- Experience in a non-profit, arts, and cultural organizational environment
- Experience creating and executing content strategy within an interactive space, such as working on a large-scale website and/or creating/editing content for multiple channels
- Familiarity with HTML or other content management platform

We understand that it is unlikely to find a candidate with all of these skills and abilities, and would like to know which ones you possess.

**Details**

- Temporary Part-Time (TPT) Contract Position
- 5-10hrs/wk @ \$22/hr
- Starting ASAP with 6-month contract & possibility for expansion of role, pending funding.
- Diverse applicants encouraged to apply.
- Applications due Sunday, March 14<sup>th</sup> at midnight.
- Please send resume & cover letter and/or any questions to [bea.miller@vancouver.ca](mailto:bea.miller@vancouver.ca)