

# Catriona Jeffries

## Visuals and Archive

Catriona Jeffries is now accepting applications for the position of Visuals and Archive to start September 2021.

**Deadline:** June 11, 2021

### Job description:

Visuals and Archive is a permanent, part-time position that oversees the gallery's systems of images, website, visual communications and digital archive.

Working closely with the Directors, gallery staff and relevant contractors such as photographers, this role facilitates communications and archive management by maintaining the gallery's extensive image, text, and artwork database; preparing gallery visuals and print material; managing gallery email and social media communications; updating the gallery website and artist records; and facilitating external communications with contacts and press. This position allows for considerable room for growth depending on individual interests and skills.

### Qualifications:

Applicants should have at minimum an undergraduate degree in a relevant discipline. Technical proficiency, attention to detail, problem solving, and a sensitivity to time and context are all imperative requirements for this role which follows the cyclical rhythm of the gallery's exhibition schedule and museum timelines. This role also requires multi-tasking to follow multiple, simultaneous external schedules of artists, exhibition-making and the gallery's expanding activities. A background in contemporary visual art is essential; prior experience working in an art gallery or museum facilitating exhibitions or archives is an asset.

The successful candidate must have fluent knowledge within a Mac OS environment and software and hardware for image and video editing, particularly Photoshop, InDesign, Premiere, Acrobat and Microsoft Office. Experience with database software, Sketchup, online file sharing, video hosting and video conferencing programs, and email system management are preferred.

### Remuneration:

Salary commensurate with experience based on four days weekly; with a minimum starting salary at \$38,000 annually, including a six week vacation period.

### How to apply:

Please send the cover letter detailing your qualifications and experience with contemporary art, as well as your resume in single PDF format by e-mail to [gallery@catrionajeffries.com](mailto:gallery@catrionajeffries.com), subject "ATTN: Visuals and Archive", by Friday, June 11. No telephone inquiries please, only successful applicants will be contacted.

We encourage all applicants who believe they qualify to apply, especially members of communities that experience discrimination, including those identifying as Indigenous, Black, people of colour, LGBTQ2IA+, and those living with a visible or invisible disability.

**Contact:** Peter Gazendam, [gallery@catrionajeffries.com](mailto:gallery@catrionajeffries.com)

## Vancouver

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