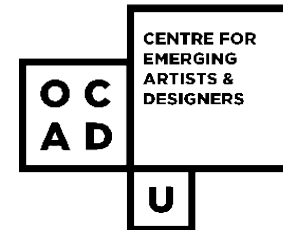


CAREER LAUNCHER: DESIGN & COMMUNICATIONS ASSISTANT



OPPORTUNITY DESCRIPTION

Working with the Director and fellow team members at Critical Distance, the Design & Communications Assistant supports and contributes to the development and implementation of strategic outreach/marketing initiatives and provides design and production support for print/digital materials relating to our exhibitions, publications, website, social media feeds, and newsletters.

ROLES AND RESPONSIBILITIES

The Design & Communications Assistant will support or be responsible for a variety of projects and tasks based on incoming level of experience and the evolving needs of the organization, including:

- Developing and producing media releases and marketing materials, posters/signage/wayfinding, print collateral/didactics, exhibition catalogues, web-based content, newsletters, surveys, and templated documents with an eye toward supporting, extending, and improving upon our existing graphic identity and house style.
- Aiding in development and implementation of strategic communications initiatives such as marketing campaigns, social media strategy, enhancements to our website and curator/artist registry, curatorial network and community building, accessibility initiatives, audience outreach and visitor engagement, and donor/partner/sponsor relationship-building.
- Managing projects from start to finish including scheduling, concepting, cost estimating, design development, presentation, and production in collaboration with team members, guest curators, artists, writers, and others.
- Assisting with exhibition/event documentation through visual (photo/video) means for digital and print platforms (website/catalogues). Developing content for newsletter, social media, e-commerce, etc.

RATE: \$17/ hour for 10 - 12 hours/ week

TERM: Part-time, January – December 2019 (48 weeks)

DEADLINE: Monday, December 3, 2018

Critical Distance Centre for Curators

<https://criticaldistance.ca>

QUALIFICATIONS

- Must have graduated from OCADU in 2017 or 2018
- Candidates with excellent communication, interpersonal, and organizational skills, strong initiative, and willingness to work independently as well as collaboratively are encouraged to apply. Extreme attention to detail, ability to give and receive feedback, and desire to learn a must.
- High-level typography skills and mastery of Adobe Creative Suite, plus ability to design for both print and web applications, as well as fluency with social media platforms, HTML/CSS, and Google Apps.
- Photography/videography skills and knowledge of digital interactivity and accessibility would be major assets.
- Thorough knowledge of design history, interest or experience in exhibition/environmental design, and a desire to help make connections across disciplines, cultures, and contexts are huge pluses. Interest in curatorial practices and contemporary art contexts in Toronto, Canada, and beyond also a plus.

SUBMISSION REQUIREMENTS

- Full contact information (Name, phone, and email), a confirmation of eligibility and a current Resume.
- A cover letter outlining interest and relevant background.

SUBMISSION INSTRUCTION

Please submit all written components in one (1) PDF to the attention of Tak Pham tpham@ocadu.ca

CONTACT

Tak Pham

Special Project Coordinator, Career Launchers

E: tpham@ocadu.ca

T: 416 977 6000 x 361

ocadu.ca/careerdevelopment

Find an archive of past initiatives here:

careerlaunchers.format.com

