



## ARTS UMBRELLA

### DESIGNER, MARKETING & COMMUNICATIONS

Permanent Full Time (35 hours per week)

Arts Umbrella is where young artists ages 2-22 cultivate their creativity in Dance, Theatre, and Art & Design. As a non-profit organization for arts education, we believe that art is powerful. Powerful enough to change kids' lives in incredible ways. When young people connect with the arts, they gain self-confidence, develop self-discipline, and discover creative expression—qualities they carry with them for life. Arts Umbrella has four locations in Vancouver and Surrey, as well as donor-funded community programs at schools, community centres, neighbourhood houses, and healthcare facilities across Metro Vancouver. We reach close to 24,000 students every year, with nearly 80 % participating at little to no cost.

Now celebrating its 40<sup>th</sup> year, Arts Umbrella will be moving into the South Building of the former Emily Carr University of Art + Design on Granville Island in 2020. This exceptional opportunity will allow Arts Umbrella to further our vision for a better world where all young people are inspired to pursue a lifelong journey towards self-expression, compassion, and humanity. It is our mission to be Canada's leader in arts education for young people; to build community and deliver profound life experiences through our commitment to innovation, excellence, and inclusivity. Arts Umbrella is an organization full of heart, where self-expression and creativity are valued and nurtured.

### The Opportunity

As an integral part of the Marketing and Communications team, the Designer will establish and execute the look and feel of all visual marketing materials, websites, social media, e-communications, event materials, and fundraising communications. As a steward of the Arts Umbrella brand, the designer will ensure there is consistency in all collateral produced and that the brand vision is adhered to at the highest standards.

### Key Accountabilities

- Create visual concepts to help communicate ideas that will inspire and inform our customers and potential customers. The Designer is responsible for the development of materials from concept to production.
- Act as lead contact with all external production vendors, such as printers, illustrators, installation companies, etc.
- Work as part of the Marketing and Communications team with external photographers and videographers, and actively participate in the ideation process.
- Present rough drafts to Marketing Manager and or key stakeholders to gain approval. Incorporate changes recommended into the final design.
- Work collaboratively with web developers and lead projects from a branded content perspective.
- Brainstorm with Marketing and Communications team to develop new and innovative ideas for the Arts Umbrella brand.
- Stay up to date with design trends and industry developments.
- Establish and promote design guidelines, best practices, and standards.
- Act as key point of contact in the development and execution of building-related design materials, including wayfinding, signage, and installations.



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### Qualifications and Skills

- Bachelor Degree in Fine Art, Design, Communication Design, Marketing, or related discipline
- 3+ years in a professional design role, preferably with marketing or creative agency experience
- A master of Adobe Creative Suite, particularly Photoshop, Illustrator, and InDesign
- Comfortable with Microsoft Office, including PowerPoint
- Basic HTML and CSS knowledge
- Ability to absorb, respond to, and apply constructive feedback from peers and internal clients to their work
- Strategic and innovative thinker who is able to help contribute to department goals and objectives
- Adaptable and flexible worker with an proven ability to multi-task and prioritize with attention to detail
- Ability to solve problems and present solutions in a positive manner
- Comfort shooting and editing photography and video an asset
- Understanding of installation processes for exhibitions
- Proven ability to work with multiple stakeholders and maintain positive relationships

### How to apply

If you have what it takes and are looking for a great opportunity to work within a forward-thinking organization, send your resume, cover letter, and portfolio to [job@artsumbrella.com](mailto:job@artsumbrella.com) no later than **9:00 am, Friday, September 20, 2019**, indicating **Designer, Marketing and Communications** in the subject line. We will review resumes as they arrive and schedule interviews when appropriate.

Arts Umbrella thanks all applicants for their interest and advises that only those selected for an interview will be contacts. ***No phone calls please.***