



## **Graphic and Web Designer (Full-Time, Parental Leave Position)**

For over 45 years, The Cultch has presented unforgettable theatre, dance, and music, bringing excellent local, national, and international presentations to thousands of patrons. We have a vibrant rental clientele and a unique Youth Program, further extending our reach into the community. Our team members include people like you: enthusiastic, innovative, passionate, and energetic folks who have a love of arts and community and delight in sharing this passion.

The Cultch operates three theatres: the Historic Theatre and Vancity Culture Lab at The Cultch on Venables Street and the York Theatre on Commercial Drive. We believe you will find our culture and community fulfilling, challenging, and rewarding.

### **OVERVIEW**

Reporting to the Marketing Manager, the Graphic and Web Designer will work as part of a team of two Graphic and Web Designers. They will also work closely with the Patron Development, Box Office and Rentals teams.

The Graphic and Web Designer is responsible for designing and producing print and web marketing creative. This includes, but is not limited to, web design and content management for thecultch.com and festival websites, branding festivals and new Cultch initiatives, creating online ads and creating digital signage. The Cultch uses WordPress, Elementor and AudienceView to manage web content. This role will also involve the creation of print materials, including posters, postcards, letters, and more.

The Cultch is committed to an accessible, safe, and inclusive environment. We respect, value and celebrate the diverse experiences of each person and actively encourage everyone to consider joining our team. If you need assistance or have questions at any stage of the application process, please do not hesitate to reach out. Applications from equity-seeking groups are particularly encouraged. The Cultch will provide accommodation throughout the recruitment process to applicants with disabilities.

### **RESPONSIBILITIES**

#### **Web Design**

- Web design for thecultch.com and festival websites
- Posting events and organizing events online
- Designing pages based on prior templates
- Creating digital show programs
- Building custom galleries, footers, headers, page types, pop-ups
- Embedding videos, images, lightboxes

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1895 Venables Street  
Vancouver, BC V5L 2H6

**Box Office.** 604-251-1363  
**Admin.** 604-251-1766

**THECULTCH.COM**

**UNIQUE, DIVERSE, INTIMATE**



- Designing for various media: desktop, tablet and mobile
- Intermediate knowledge of WordPress front end design and Elementor
- Updating plugins, WordPress and themes
- Ability to problem-solve and debug issues
- Knowledge in custom scripting: CSS and HTML
- Motivated in self-directed maintenance of the website (unpublishing pages, changing dates, updating information)
- Applying Season print styles to web templates and creating seamless looks between The Cultch's online and printed presence

### Digital Design

- Exporting and creating online ads: Adobe Suite and Premiere Pro
- Applying best practices to all social media platforms in your design
- Creating GIFs
- Creating multiple ad types and sizes
- Basic video editing skills required for creating GIFs and Video Ads
- Creating digital signage for lobbies

### Graphic Design and Print

- Intermediate knowledge in Adobe Suite: Illustrator, Photoshop, Premier, InDesign
- Knowledge of export types and best print practices (margins and bleeds, paragraph styles, pdf exports, export for print)
- At times designing from templates and overseeing the delivery of posters, postcards, signage
- Ability to photo edit and export images for different media types

### QUALIFICATIONS

- 2+ years of experience with design in WordPress, web design and content management
- Experience in print design, exporting for print and Adobe Creative Suite
- Knowledge on how to apply best web practices and advocate for consistency in design
- Attention to detail for consistency and branding
- Intermediate knowledge of visual layouts, grids, colour theory, and typography
- Post-secondary education in graphic/web design or similar experience required
- Spoken fluency in English
- Strong computer and software skills
- Previous experience in project management platforms is an asset, especially with Slack, Asana and Google Workspace
- Previous experience with SEO is an asset
- Basic knowledge using Google Developer console
- Strong project management skills
- A high degree of self-motivation and good work ethic with a proven ability to work under time constraints with minimal supervision



Don't have all of these qualifications but are passionate about The Cultch and the work we do? Please tell us about the qualifications you do have! We'd love to hear from you.

**DEADLINE FOR APPLICATIONS:** Sunday, May 22nd, 2022

**START DATE:** Monday, June 20th, 2022

**HOURS OF WORK:** This is a temporary (14-months), full-time parental leave position. Some work hours will take place in evenings and weekends. A combination of office and remote work is available.

**REMUNERATION:** \$55,000, with three weeks vacation and an extended health & dental plan.

**JOB CONTACT INFORMATION:**

If this sounds like you, please send your cover letter, CV **and a link to your portfolio (preference given to candidates who include 2-3 samples of past work using WordPress)** to: [hire@thecultch.com](mailto:hire@thecultch.com) with "Graphic and Web Designer" in the subject line.