



Who we are

Business for the Arts is Canada's national association of business leaders who support the arts. Our mission is to strengthen arts and culture in Canada by building partnerships between our business and arts communities. We help arts organizations connect with funders and volunteers in the private sector, communicate the value of investing in the arts through our research, publications and advocacy work and recognize great business leaders in the arts through our awards program and media partnerships.

Graphic Designer and Web Administrator

Job Responsibilities:

Business for the Arts is currently accepting applications for the part-time position of Graphic Designer & Web Administrator. Reporting to the Marketing and Communications Manager, the successful candidate's primary responsibilities will include:

- Design and layout of electronic and print materials for all programs and events (flyers, posters, banners, collaterals, logos, invitations, postcards, newsletters, newspaper ads, etc.)
- Carrying design and web projects from concept to completion while adhering to the brand standards
- Maintaining BftA's branding so it remains consistent and is used properly by external parties or remote groups, working closely with our Marketing and Communications Manager
- Assisting Marketing and Communications Manager with creative concept and collaterals for the Gala and Arnold Party: Gala program, posters, banners, invitations, ads, etc.
- Design and layout of presentations for artsVest, Roundtables, boardLink and artsScene programs
- Maintaining and enhancing websites by adding and improving design and interactive features

- Ensuring the coding standards are met; optimizing the web architectures for navigability and accessibility, and ensuring the website and databases are being backed up
- Comfortable working with a wide range of stakeholders and decision-makers
- Backup and maintenance of BftA website and subsites, including all databases

Required Skills & Qualifications:

The following qualifications will assist the successful candidate in carrying out these responsibilities:

- Formal graphic design training
- A minimum of 2 years design experience
- Excellent knowledge of common industry applications (i.e., Adobe CS4 suite (PC), especially Photoshop, Indesign and Illustrator)
- Knowledge of HTML/CSS/PHP/Javascript/MySQL
- Experience working with Wordpress
- Comfortable working on bilingual design projects (English and French)
- Responsible for managing print orders and dealing with external suppliers
- Ability to meet tight deadlines
- Understanding of production, pre-press, print and web-based technologies
- Excellent organizational and planning skills

Additional Information:

Please include a link to your online portfolio or submit portfolio with your application (no more than 3 MB). Applications will not be considered without a portfolio.

About Us: [Business for the Arts](#) aims to strengthen arts and culture in Canada by connecting arts organizations to business patrons and volunteers through our [artsScene](#) and [boardLink](#) programs; by stimulating investment in the arts through matching incentives and sponsorship training for arts organization with [artsVest](#); by communicating the value of investing in the arts through advocacy and research via our [Roundtables](#) and [Surveys](#); and by providing a platform for arts organizations to celebrate their outstanding business partners in the arts through our [National Awards Gala](#) and media partnerships.

How to Apply: Please email cover letter, resume & portfolio to Aida Aydinyan, National Operations Manager at careers@businessforthearts.org