



## **Job Posting: Admin & Social Media, Summer Position - Revelstoke Visual Arts Centre**

**Position:** Admin & Social Media

**Location:** Revelstoke, BC

**Employment Type:** 35 hours per week - Summer Position

**Wage:** \$25.50 per hour

**Ideal Position Dates:** May 28 check in, then May 31 - July 26

The Revelstoke Visual Arts Centre is seeking an organized, independent, and friendly individual to join our team for the summer. This Admin & Social Media position is a dynamic and rewarding role that involves day-to-day administrative tasks, social media management, and some light design work.

---

### **About the Role**

This summer position plays a key role in both daily operations and online marketing at the Revelstoke Visual Arts Centre. The successful candidate will be situated at the front desk, interacting with the public and serving as a welcoming first point of contact. Responsibilities include managing administrative tasks such as answering inquiries, processing sales, and updating the website. This role also involves working with social media, creating documents, and photographing each exhibition. Working closely with our small team, this position is essential in fostering a vibrant and inclusive arts community. Weekend availability is required.

This position is funded through Canada Summer Jobs, which means all candidates must:

- Be between 15 and 30 years old at the start of their summer job
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the job
- Be legally entitled to work in Canada
- This includes having a valid Social Insurance Number at the start of their summer job

### **What We Offer:**

- Most days start at 12 noon, leaving time for morning adventures
- A supportive work environment | Because we're such a small team you'll be wearing many hats in this position, and while we are seeking a team member with relevant experience, we are also happy to provide some training and support.
- An inclusive work environment | As an organisation we are genuinely passionate about fostering a welcoming and inclusive environment for all, and that starts with our staff. We welcome people of all backgrounds to apply for this role, and are happy to make accommodations once the successful candidate has been hired.
- This is a meaningful role where you can make a real impact on the local art community. You'll help foster creativity, support artists, and create rewarding opportunities.



## Key Responsibilities:

### 1. Administrative Duties:

- Answering emails and phone calls
- Processing gift shop, online, and gallery sales using **Square**
- Manage memberships and renewals
- Light cleaning duties
- Foster a friendly and welcoming environment
- Maintain effective communication with artists, visitors, the Executive Director, and Programming Coordinator.

### 2. Social Media:

- Photographing each exhibition
- Create and schedule social media posts using templates in **Canva and Postly**
- Create new social media templates in Canva
- Create high quality reels
- Share the heart of the centre through genuine content
- Respond to DM's, comments and questions to build meaningful connections
- Capture on-brand photos and videos showcasing RVAC

### 3. Design:

- Assist with website updates using **WordPress**
- Turn provided content in visually appealing documents in **Canva**
- Help create engaging signage for the building
- Utilize **MailChimp** to create engaging email content

### 4. Assisting during exhibition changeover (Minor focus):

- Patching the gallery between exhibitions (training provided)
  - Assisting with occasional exhibition hangs
  - Deliver posters
  - Create exhibition labels
  - Fill in collectors catalogue
-



## Candidate Qualifications

### Required:

- 2+ years' office administrative experience, preferably within an artistic setting
- Social media photography and video creation skills; experience creating content on social media platforms.
- Strong organizational and scheduling skills, positive attitude, detail-oriented
- Excellent communication skills (both written and verbal)
- Proactive, strong work ethic, and capable of working with minimal supervision
- The ability to work under pressure and adapt to changes in a fast pace environment
- Strong customer service and people skills
- Must be able to work Saturdays and Sundays 12pm - 4pm (Some holiday time possible)
- Must meet all requirements set by Canada Summer Jobs (See the "About the Role" section above)

### Nice-To-Haves:

- Minimum 2 years of experience in the arts and cultural sector (a combination of education and work experience is accepted)
  - Experience with POS systems, MailChimp (or similar email marketing software), WordPress, and Canva
  - Graphic design experience
  - Experience managing social media channels (Instagram and Facebook)
  - Confident and comfortable using Google Suite (Google drive, G-mail, Google Forms)
  - Experience in budgeting and grant writing
  - Able to lift and carry up to 50 pounds
- 

## How to Apply

Interested candidates should submit a **resume and cover letter** outlining their qualifications and vision for the Revelstoke Visual Arts Centre. If applicable, please include examples of relevant work (e.g. social media examples, photography, video, or writing samples)

**Deadline to Apply:** Saturday May 23, 2026

**Send Applications to:** [director@revelstokeartgallery.ca](mailto:director@revelstokeartgallery.ca)

Join us in growing the arts in Revelstoke!