



**PoCo Heritage Museum and Archives**  
**Operated by The Port Coquitlam Heritage and Cultural Society**

**Position: Volunteer Graphic Designer**

The Port Coquitlam Heritage and Cultural Society is a volunteer driven non-profit organization that operates Port Coquitlam's only museum and archives and is dedicated to celebrating and preserving Port Coquitlam's diverse heritage and culture.

We are seeking talented Graphic Designers who are interested in using their skills to assist in creating printed material for our future exhibits, creating graphic content for use on our website, and in designing marketing material for our museum programs.

Working under the direction of the Society's Museum Coordinator, the Graphic Designers will have the opportunity to:

- Work with the Exhibits and Displays Committee on designing future exhibits
- Work with the Events, Programming, and Fundraising Committee on creating marketing and programming material for upcoming events and programs
- Work with the Museum Coordinator on creating digital assets for the redesigned website (to launch Fall 2018) and social media communications
- Assist the Society in creating a unified branding package

**Time Commitment:**

- If working with a committee, the time commitment will include an on-site meeting with the committee once per month (at a minimum, more frequently as deadlines approach)
- Off-site time commitments will vary depending on the project

**Qualifications:**

- Creative, fun, and imaginative
- A high level of competency with a graphic design suite compatible with Photoshop or Adobe Indesign
- Works well under time constraints and able to consistently meet deadlines
- Outstanding organizational skills and attention to detail
- Able to work independently and in a collaborative environment
- Excellent English oral and written communication skills
- Previous work with heritage societies or museums would be an asset



**Benefits:**

- The chance to help build and create something new and valuable in the community
- The perfect opportunity to showcase your existing talents, and develop new skill sets
- An excellent opportunity for hands on experience and portfolio building
- Be part of a social, appreciative environment where you can get immersed in community focused heritage and culture
- The opportunity to develop or enhance valuable career focused skills and network building
- The chance to receive ongoing career-focused support and feedback
- Reference letter upon request

**Application Deadline:** September 3, 2018

Please submit a cover letter, resume, and portfolio including three examples of your previous graphic design work to:

Kelly Brown, Museum Coordinator  
info@pocoheritage.org  
Subject: Volunteer Position – Graphic Designer

Interviews will be scheduled between September 7<sup>th</sup> and 15<sup>th</sup>, and the position will begin the week of September 17<sup>th</sup>.