



WE ARE GROWING AND LOOKING FOR A WEB & GRAPHIC DESIGNER

A BIT ABOUT US: Venue West was founded in 1970 and has been an important part of the Canadian conference and association industry ever since. We are one of only 5 companies in Canada and less than 150 in the world who are certified by the International Association of Professional Congress Organisers to manage an international congress. We work with clients from across Canada and from around the globe to manage small to large conferences, associations, and events. Since 2005, Venue West has been a family-owned and operated business.

We also care about and invest in our local community and sustainability through:

- » Being a member of 1% for the Planet, where 1% of all our revenue goes to social and environmental charities
- » The use of 100% tree-free paper
- » Support JUMP Math Charity

NATURE & SCOPE: The Web and Graphic Designer is accountable for supporting the development and implementation of Venue West's brand and marketing along with client projects. You will be responsible for producing materials for marketing and web under the guidance of our Senior Project Managers, Corporate Excellence Manager, and Chief Operating Officer on Venue West specific projects. We are looking for a self-starting, creative, tech-savvy web and graphic designer that can hit the ground running; a creative thinker with an appetite for learning, and someone who is not afraid to roll up their sleeves, work end to end, and offer suggestions on design, functionality, and processes.

WHAT WE ARE LOOKING FOR:

- » You are a recent Grad with a couple of years experience under your belt.
- » Ability to work with and manage multiple deadlines for Project Managers.
- » Expert ability to hand-code in HTML, CSS, and JavaScript for creating, modifying, and editing.
- » Understanding of custom WordPress themes.
- » Create video and motion graphics for social media purposes.
- » Skillful understanding of PHP, my SQL for creating, modifying, and editing.
- » Excellent at adapting to changes and receptive to feedback.
- » Very high attention to detail with the ability to meet deadlines under pressure.
- » Expert in Adobe Creative Suite applications (Photoshop, Illustrator, InDesign, etc.)
- » Highest level of professionalism in communicating with clients and internal teams.
- » Willingness to learn, test, and share knowledge.
- » You understand social media channels along with scheduling software.



RESPONSIBILITIES:

- » Maintain and create new pages for corporate and client websites through WordPress and hand-coding HTML, CSS and PHP including a full corporate website revamp.
- » Optimize websites in terms of mobile usability and site speed.
- » Maintain and uphold all brand standards.
- » Create, edit, modify, and update current online and offline marketing materials.
- » Develop project-specific marketing plans and rollout including the development of all materials to support the roll-out.
- » Develop social strategies for clients and our corporate channels as well.
- » Assisting in promoting the projects by contributing to marketing efforts, including coordination of various promotional tools such as lure brochures, postcards, preliminary and final programs, conference websites, and social media.

If you believe you are the right candidate for this position, please send us your CV, salary expectations, including your experience and a link to your portfolio along with all software you use. Please send an email to careers@venuewest.com.

Additional Information:

Position Type: Non-Management

Job Status: CONTRACT - 6 months with potential of full time

Job Location: Remote, Temporarily due to COVID-19

Application Deadline: OPEN

Application Deadline: COVID-19 Precaution – Remote interview process