



## Graphics Communications Manager

### Toronto Office

---

Lord Cultural Resources is looking for a Graphic Communications Manager to join our dynamic, entrepreneurial team, as we work to make the world a better place through culture. If you are interested in using your visual storytelling skills to make a difference, we invite you to submit an application. Our clients include some of the world's most respected and venerable cultural institutions, as well as many highly innovative and forward-thinking organizations that challenge traditional creative and cultural boundaries. With ongoing projects around the world, a focus on physical and digital visitor experiences, and unmatched knowledge of the changing cultural landscape, Lord Cultural Resources offers you the exciting opportunity to use your creativity to make a positive, lasting impact.

#### Our History

Lord Cultural Resources is the global practice leader in cultural sector planning. Since 1981, we have helped to create, plan, and operate cultural spaces and places in more than 460 cities, in 57 countries and six continents.

We are thinkers, collaborators, and problem solvers. We employ a human-centric approach to all our projects, engaging with stakeholders, communities, and subject matter experts, to ensure that visitor and user needs, and expectations are first and foremost in an ever-evolving and competitive market. Our team of designers and architects, planners, writers, market and financial specialists and experience creators apply their expertise to a wide spectrum of cultural projects, offering a broad range of integrated services.

We plan and develop implementable solutions, help create new visitor experiences and craft visionary strategies for museums, universities, mixed-use developments, cultural centers, art galleries, science centers, world expositions, visitor centers, heritage sites, festivals, theaters, archives, libraries, gardens, conservatories, and arboreta around the world.

#### Our Commitment to Diversity

At Lord Cultural Resources, we live diversity and inclusion through our teams in Toronto, Los Angeles, New York, Mumbai, China, and Europe who communicate in 15 languages. We strengthen belonging, learning, and gaining strength from the many communities of gender, culture, race, and ethnicity we serve.

We know that inclusion is a process that requires daily focus. We actively work to create new leadership opportunities for racialized culture sector professionals: We established "Fellowship 2020 for Black Americans in Arts, Culture and Museums" in collaboration with the Association of African American Museums (AAAM) to achieve sustainable leadership positions in the cultural space. In 2021, we founded the BIPOC (Black, Indigenous, People of Color) Fellowship, [www.bipocfellowship.ca](http://www.bipocfellowship.ca), to develop new leadership opportunities for BIPOC professionals in the Canadian arts and culture sectors. We are providing coaching services to the "Professional Alliance for Curators of Color (PACC)" – a project of the Association of Art Museum Curators: <https://vimeo.com/manage/videos/531458352>.

## Job Description

Reporting to the Marketing and Business Development Director, the Graphics Communications Manager would lead the creative graphics team. They are responsible for corporate visual communications at the firm which includes the design, production management and quality of proposals, project reports, electronic communications, and promotional material in accordance with our corporate brand. The Designer also provides client facing design services as required.

Responsibilities include but are not limited to:

- Responsible for the coordination, design, and production of company promotional materials, such as newsletters, brochures, electronic communications, flyers, advertisements, and displays;
- Manages job schedule and workflow including coordinating, prioritizing and negotiating as necessary to ensure fulfillment by deadline;
- Designs templates for client reports, presentations and proposals
- Responds to the need of report, proposal, presentation and promotional material (i.e. formatting, editing, copying, binding);
- Provides design support for the company website and social media forums, including uploading content and ensures that the web site is up to date;
- Collaborates and communicates with Clients and Consultants to ensure designs are approved and products are completed on time;
- Liaises with Consultants in all service stream areas, Clients and Partners to provide communications and graphic design advisory services
- Updates promotional materials such as consultant CVs, corporate profiles and project experience records;
- Provides advice on creative product options, timing and cost estimates, and recommends best methods and solutions;
- Sources and coordinates out of house print jobs as necessary, such as printing of business cards and conference panels;
- Supervises the Graphic Communication Designer and distributes work as necessary;
- Manages website and ftp site hosting;
- Coordinates external design support as required;
- Proof reads as required;
- Ensures brand consistency for all products;
- Monitors supply inventory and orders supplies on a weekly basis or as needed;
- Participates in internal teams and initiatives as required;
- Proof-reading and administrative support; and
- Other duties as required.

## Qualifications

The successful candidate must be a motivated, committed and adaptable team player. The candidate will have strong communication skills, take initiative, be detail oriented and quality conscious, and have excellent time and project management skills. Other key qualifications include:

- Relevant post-secondary degree, diploma in Graphic Design or related discipline and/or comparable years of work experience;
- 5+ years design related experience;
- Demonstrated project management and production coordination experience required;
- Desktop publishing, layout, print production coordination and assembly experience;
- Proficient with Adobe Creative Suite include version (Adobe Photoshop, Adobe Illustrator, Adobe InDesign), and/or other design software;
- Skillful with Dreamweaver, Flash, HTML and/or other web design programs;

- Highly proficient in MS Office Suite, including advanced layout experience in MS Word and MS PowerPoint and comfortable working with Microsoft Excel;
- Ability to prioritize and coordinate multiple projects on tight deadlines;
- Excellent time management skills;
- Proven written and oral communication skills in English (additional languages an asset);
- Must be flexible with the ability to multi-task several projects with varying levels of complexity and deadlines at once;
- Excellent interpersonal skills;
- Ability to work on a number of projects simultaneously and be well organized;
- Ability to work independently and in a team setting;
- A genuine interest in the culture, museums and the arts.
- Salary commensurate with experience

Applicants should send their CV and Portfolio of work to [hr@lord.ca](mailto:hr@lord.ca).