



*Residual Assets (skipped steps) by Andrea Pinheiro  
Photo by Blaine Campbell*

# SNAP

## CALL FOR APPLICATIONS

# EXECUTIVE DIRECTOR

Updated July 28, 2022

### DEADLINE: UNTIL FILLED\*

SNAP (The Society of Northern Alberta Print-Artists) seeks applications for the Executive Director (ED) role.

This year marks SNAP's 40th anniversary and an exciting time for our newly expanded gallery and printshop. As one of Canada's oldest and largest artist-run printmaking centres, SNAP is looking for a dynamic cultural leader to develop programs and projects, work closely with artists and partners, and help our organization continue to learn and grow.

SNAP's Executive Director (ED) provides leadership to staff and volunteers, guides our artistic and educational programs, and helps advance the culture of printmaking in our community and beyond. The ED also executes vital operational tasks, including financial and facility management, stakeholder and community engagement, and supports the work of our Board of Directors.

Applicants are asked to review SNAP's five-year Strategic Plan to better understand our mandate and values, as well as consider how they can support our goals: [snapartists.com/5-year-strategic-plan](https://snapartists.com/5-year-strategic-plan)

We are searching for the right person to lead this rewarding work and help SNAP build on our momentum. In return, we offer a supportive environment to develop your leadership skills and tackle meaningful initiatives. We welcome all applicants and are excited to hear your ideas for strengthening our organization, advancing the future of printmaking, and further expanding SNAP's community.

### ABOUT SNAP

SNAP is a leading centre for printmaking located in amiskwaciwâskahikan (Edmonton, Alberta) dedicated to advancing visual culture, working with artists, audiences, and communities. Our artist-run centre has been in operation since 1982 and provides critical space and resources for printmaking production, exhibition, promotion, and education. Learn more at: [snapartists.com/about](https://snapartists.com/about)

### JOB DETAILS

- Permanent position, 35 hours/week (Some evenings and weekends required)
- 15 days paid vacation (plus annual office closure between Dec 24-Jan 02)
- Comprehensive employer-paid health benefits plan
- Annual professional development budget
- Salary: \$50,000 - \$58,000/year

## ROLES AND RESPONSIBILITIES

A full list of the Executive Director's roles and responsibilities can be found below:

### Artistic, educational, and studio programming

- Oversees SNAP team and the delivery of exhibitions, programs, publications, and other services
- Organizes and evaluates SNAP's artistic direction

### Management of staff and volunteers

- Hires and supervises all SNAP staff
- Supports volunteer recruitment and activities
- Works with the Board of Directors on long-term, sustainable human resource strategies

### Facility management

- Oversees the smooth operation of SNAP's gallery, printshop, classroom, and offices
- Ensures all appropriate contracts, agreements, and legal obligations are in
- Ensures that appropriate health, accessibility, safety, and security measures are in place

### Financial management

- Responsible for successful grant applications to public and private funders
- Works to diversify funding through industry support, donations, and self-generated revenue
- Works with SNAP's Bookkeeper and Board Treasurer to manage SNAP's day-to-day financial transactions, as well as annual budgeting processes

### Stakeholder and community relationships

- Works closely with other Artist-Run Centres and similar organizations
- Develops strong community and industry relationships
- Acts as the main spokesperson for the organization, in coordination with the Board of Directors

### Support for the Board of Directors

- Supports the Board of Directors through regular reports and meeting attendance
- Works closely with the Executive Committee, providing updates between meetings and discussing emerging issues
- Supports research, policy development, and strategic planning for the organization

## HOW TO APPLY

Please submit a cover letter and resume to the hiring committee by emailing [board@snapartists.com](mailto:board@snapartists.com)

We kindly request that applicants summarize their experience with the roles listed above and consider how they can help advance SNAP's strategic goals.

### Deadline: Until filled \*

\*This posting is open until the position is filled. Applications will be reviewed as received and successful applicants will be contacted for interviews.

SNAP is committed to employment equity. All qualified persons are encouraged to apply. We especially encourage and welcome applications from members of equity-seeking communities, women, Indigenous people, people with disabilities, members of LGBTQ2s+ communities, and others with skills and knowledge to engage productively with diverse communities. We recognize there may be barriers for some when applying and if you require accommodations please contact [board@snapartists.com](mailto:board@snapartists.com)

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