



CALL FOR APPLICATIONS

SUMMER 2023 EMPLOYMENT

SNAP is hiring for three summer positions - join our team!

DEADLINE: MONDAY, MAY 15, 2023, 7PM

POSITIONS AVAILABLE:

- **Community Arts Coordinator**
- **Art Gallery Assistant**
- **Archive Assistant**

TERMS OF EMPLOYMENT

- Rate of pay: \$18/hr with 27 hrs per week.
- 10 consecutive weeks of employment or 270 hours total per contract
- Estimated start date: May 30, 2023
- In-person work required
- Tuesday-Saturday, some evening & weekend availability required

These positions have been created through funding from the Canada Summer Jobs initiative as supported by The Government of Canada. Candidates must be 30 years of age or under to qualify for employment under this program. Candidates must be a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act*; and legally entitled to work according to the relevant provincial / territorial legislation and regulations.

**International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or Permanent Residents.*

ABOUT SNAP

Organization: SNAP (Society of Northern Alberta Print-Artists)
10572 115 street NW Edmonton AB
www.snapartists.com

SNAP (Society of Northern Alberta Print-Artists) is a leading centre for printmaking in Canada. We advance visual culture, working with artists, audiences, and communities. SNAP provides critical space and resources for printmaking production, exhibition, and education.

SNAP is committed to employment equity. All qualified persons are encouraged to apply.

We especially encourage and welcome applications from members of visible minority groups, women, Indigenous people, people with disabilities, people of minority sexual orientations and gender identities, and others with skills and knowledge to engage pro-ductively with diverse communities.

JOB DESCRIPTIONS

1. Community Arts Coordinator (1 position available)

During the summer months SNAP aims to program a series of community focused outreach events that engage with new audiences from diverse communities across Edmonton and in particular events that engage artists, groups, organizations and individuals in the immediate community that SNAP is newly located in, Queen Mary Park. The Community Arts Coordinator will work closely with SNAP staff and volunteers to plan and execute collaborative printmaking events and projects on site in order to welcome and familiarize new audiences with SNAP's facilities and programs as well as off-site when possible, in order to build connections and collaborations with other community groups, organizations, and festivals. Each event, whether online or in person will identify and serve a specific audience or community building SNAP's outreach capacity and relevance within our new community.

In addition to community outreach initiatives, the Community Arts Coordinator will support fundraising efforts that may run in conjunction with out-reach events or in-gallery art sales. This may involve the creation of promotional materials, artwork, and art merchandise.

Specific duties will include:

- coordinating event volunteers / artists and schedules
- maintaining allotted budgets
- planning a cohesive series of events and activities
- developing relationships with event partners
- sourcing supplies
- lending support on promotion and media relations
- preparing in-person, outdoor, or digital spaces

In addition the candidate can expect to gain insights into the day-to-day operations of a non-profit arts organization lend support with regular programs including exhibitions and residencies and work to develop new initiatives and programs that serve artists, members and the larger community SNAP operates in.

2. Art Gallery Assistant (1 position available)

As a leading center for printmaking and an integral part of the local Edmonton arts scene, SNAP's public gallery exhibits a diverse range of community group shows, emerging artists, and local/national/international professional artists. SNAP presents up to 12 exhibitions a year between our 2 public galleries. SNAP exhibits traditional printmaking practices as well as works that challenge the audience's expectations of the art form.

The Gallery and Exhibitions Assistant will work closely with SNAP's staff to support the operations of the gallery. This position will involve conducting correspondence and administrative tasks with exhibiting artists in order to make sure the gallery is prepared for exhibitions and in good relations with the artists. With new shows, the Gallery Assistant will be responsible for supporting the artists with the installation and deinstallation of the artwork. During open gallery hours, the Assistant will also be responsible for engaging with the general public, educating patrons about the exhibiting artist and show.

Specific duties will include:

- gallery administration
- maintaining and organizing gallery supplies
- artwork installation/de-installation
- exhibition promotions
- working with tools/power-tools/ladders
- engaging with the public
- painting

In addition, the candidate can expect to gain insights into the day-to-day operations of a non-profit arts organization and lend support with other areas including the printshop, art sales, and community outreach. As a part of our team, they may work to develop new initiatives and programs that serve artists, members and the larger community SNAP operates in.

3. Archive Assistant (1 position available)

SNAP is a community based Arts & Culture organization that has served as a creative hub and production centre for thousands of artists locally, nationally and internationally since its inception in 1982. SNAP has been collecting, preserving, and archiving a permanent collection of fine art prints and works on paper which have been created in the SNAP studio over the past 41 years. This archive of prints now numbers over 1500 individual artworks. In addition, SNAP has a growing collection of commissioned prints available for sale. The archive is intended to be publically accessible historical and educational resource.

The Collections Archivist will continue to accession, document, and digitize collected prints into both our online database and physical storage. In addition to the ongoing organization and documentation of the collection, the youth will lead initiatives to share and promote the archives. This may involve curating an online exhibition, social media campaigns, and displaying featured prints throughout SNAP's 6000 square foot public facility. The Archivists will be encouraged to identify gaps in representation within the archive in order to establish priorities for the collection going forward.

Specific duties will include:

- Cataloging and data entry for previous & recent acquisitions
- curating opportunities to promote the collection
- organizing physical archive storage

In addition, the youth can expect to gain insights into the day-to-day operations of a non-profit arts organization and lend support with other areas including the printshop, gallery, and art sales. As a part of our team, they may work to develop new initiatives and programs that serve artists, members and the larger community SNAP operates in.

EXPERIENCE OR QUALIFICATIONS

- An understanding of artist-run culture, and familiarity with visual arts & culture organizations and the not-for-profit sector.
- An introductory knowledge of contemporary art, art history, and specific skills or interest in printmaking.
- Excellent communication and interpersonal skills with experience collaborating or working productively with others.
- Attention to detail and an ability to identify priorities and move projects forward without direct supervision.
- Strong computer skills with working knowledge of Mac operating systems, Google Suite and the Adobe Creative Suite

HOW TO APPLY

Interested candidates are encouraged to apply by forwarding a letter of intent outlining specific experience and/or skills as they apply to the above job descriptions and a current resumé with contact information of two professional references. Applications should be received by email no later than 7:00 p.m. Monday May 15th

Applicants should indicate which position they are applying for or may indicate an interest in multiple job descriptions.

Email your letter and resume to: director@snapartists.com

Subject: Application - Canada Summer Jobs 2023

Any candidates with questions about the positions or requiring support in submitting an application are encouraged to reach out to director@snapartists.com or by calling 780-423-1492.

www.snapartists.com