



Photo by Cooper & O'Hara

# SNAP

## CALL FOR APPLICATIONS

# COMMUNICATIONS COORDINATOR (CONTRACT POSITION)

**DEADLINE: FRIDAY, MARCH 22, 2024**

SNAP is seeking a motivated, self-directed, and articulate individual for our contract Communications Coordinator position. Upon completion of the 9-month term, there will be an opportunity for ongoing renewal of the position at the discretion of the organization.

The Communications Coordinator will manage all external correspondence, including print, digital, and social media relations, our website, phone, and email, as well as oversee memberships, and coordinate volunteers. The Coordinator will also be responsible for engaging with the general public on a daily basis advocating and educating the community of our services, programs, and initiatives. An enthusiastic and creative individual with familiarity in printmaking and artist-run-center culture would be an asset.

### ABOUT SNAP

SNAP is a leading centre for printmaking in amiskwaciwāskahikan (Edmonton, Alberta) dedicated to advancing visual culture, working with artists, audiences, and communities. Our artist-run centre has been in operation since 1982. SNAP provides critical space and resources for printmaking production, exhibition, promotion, and education.

[snapartists.com/about](http://snapartists.com/about)

### JOB DETAILS

**Hourly Rate:** \$22/hr + 4% vacation pay, 30 hrs/week (full-time)

**Contract:** 9-month term, starting April 2024 until December 2024.

**Schedule:** Tuesday-Saturday, some evening & weekend availability required

**Location:** SNAP Gallery & Printshop - 10572 115th ST NW, Edmonton, AB

### BENEFICIAL SKILLS

- Post-secondary education in related fields (arts, communications, marketing, etc) but not required
- Previous experience in communications and marketing, preferably in a non-profit or arts organization
- Excellent written and verbal communication skills
- Proficiency in graphic design and website management
- Strong organizational and project management skills
- Ability to work independently and collaboratively in a fast-paced environment
- Knowledge of the local arts community and printmaking is an asset

## ROLES AND RESPONSIBILITIES

Core areas of responsibility include:

- External communications and media relations regarding all SNAP programs
- Event, exhibition, and program promotions - print, digital, and social media creation and coordination
- Maintenance and regular content creation for SNAP website and social media
- Membership program development, database maintenance, and fostering member relationships
- Volunteer recruitment and management (in collaboration with all staff)
- Management and promotions of regular Art Sales
- Exhibition signage - design and production
- Work closely with SNAP publication and volunteer committees as needed
- Additional, time-dependent tasks for all staff include daily financial transactions, supporting special events, and maintaining a clean and organized facility.

## HOW TO APPLY

For those interested in joining our team, please submit your resume and letter of interest to our Executive Director, Caitlin Bodewitz, at [director@snapartists.com](mailto:director@snapartists.com) by **Friday, March 22, 2024**.

.....  
The Society of Northern Alberta Print-Artists (SNAP) is committed to ensuring that its policies, practices, and systems are free of barriers, emphasize the values of equity, diversity & inclusion, and ensure dignity, respect, and equal access for all employees.

Through our internal processes and hiring practices, we are working to provide open and unhindered access to employment for communities historically underrepresented in the workforce - Indigenous peoples, people with disabilities, racialized persons, diverse sexual and gender identities, and women. We aim to recognize that many of these identities may be intersectional and therefore recognize that equity, diversity and inclusion can be a complex and ongoing internal practice. We value the contributions that each person brings, and are committed to ensuring full and equal participation for all in our community.

If you have any questions about SNAP's hiring practices or require alternative forms of applying, please contact Caitlin Bodewitz at [director@snapartists.com](mailto:director@snapartists.com)

**Click to view the online version of this call**

