

We are hiring a **Design Coordinator**

This is a multi-faceted position that requires a background in graphic design - both print and digital - and an understanding of advertising, marketing and promotions coupled with good interpersonal and public communication skills.

You will be required to work both independently when needed, and in coordination with SCC or other provincial craft council team members. You will be called upon to be a spokesperson, advocate and representative for the organization to the public and to the membership.

Flexibility and patience are assets when working with a membership of very diverse artists. Those qualities are also helpful when you are asked to step outside your usual roles and tasks, to help in other areas of the organization.

The Design Coordinator works within a team-based environment to:

- design materials to promote our programs, gallery exhibitions, shop, online sales and our artist members;
- communicate with our members, industry partners, stakeholders, news media, and the public;
- raise awareness of Saskatchewan fine craft artists and fine craft in general;
- promote the SCC brand identity;
- help maintain or increase revenues through development of marketing pieces to promote in-person and online sales of SCC members' works; and
- network and build community locally, provincially, nationally and internationally.

Principal duties and responsibilities include:

- designing, creating and producing print and digital materials including but not limited to social media graphics, visual identities for exhibitions, info cards and brochures, event visual identities and signage, annual reports, posters, digital content, etc.;
- photographing exhibitions, events and boutique products for promotional use and online listings;
- editing and cataloging images; and
- working with our Marketing Coordinator to create and tailor graphic design, photography, and video content for SCC social media: Facebook, Instagram, etc.;

Knowledge required:

- A Bachelor of Fine Arts, design certificate, or 3-5 years of applicable graphic design experience
- Working experience in visual communications, marketing, and advertising, **including print and digital media** production; and
- Working knowledge of photography and photo editing, including DSLR product photography, videography, and digital phone photography apps.
- Experience with web design is an asset (WordPress)
- An interest in one or more type of craft, or an acquaintance with some Saskatchewan craft artists, is very useful.
- An understanding of the craft industry is an asset.

Skills needed:

- Organized, understands production timelines, able to prioritize and meet tight deadlines while juggling multiple projects;
- Team player who is flexible and calm under pressure;
- Able to work quickly and efficiently with the following design software: Adobe Illustrator, Photoshop, Lightroom, InDesign, Acrobat Professional, Word, Excel and Premiere Pro;
- Enjoys learning new applications: Airtable, JotForm, Shopify, Google Docs, Google Calendar, and Slack;
- Able to select service suppliers, request quotes, supervise work, deal with production problems, and maintain a good rapport with suppliers; and
- Awareness of opportunities to partner and engage with other organizations or events, then facilitate.

Project and grant based work often involves in-person or teleconference meetings; design and production of print or other collateral materials; print and digital promotions; reporting; and lending a hand at events when short staffed: exhibition receptions, fine craft markets, workshops.

Lastly, but not least, our efforts go towards supporting and promoting our artists. It is essential that the visual brand identity is carried through promotional materials, but artists' work should always be the featured priority. Design should support artists' work, not detract from it.

Job specifics:

- 35 hours per week, with a half-hour paid lunch.
- From time to time, additional hours may be required for SCC projects.
- Compensation is at Pay Band 6, based on \$25.72 to 29.38 per hour.
- Benefits package including matching RRSP program, full group and medical insurance.
- The position is governed by the SCC's Collective Agreement with SGEU.
- Based in Saskatoon, in-office position.

Apply via email with cover letter, plus samples of work and campaigns to

Carmen Milenkovic, Executive Director
director@saskcraftcouncil.org

APPLICATIONS CLOSE JUNE 19, 2024 MIDNIGHT SASKATCHEWAN TIME.
JOB TO START JULY 2, 2024

We reserve the right to hire an applicant prior to the closure of the job posting. Only applicants who are selected for further evaluation will be contacted.