



Employment Opportunity

Creative Enterprise and Market Development Coordinator (CEMDC)

Salary Range: \$25.72/hour – \$29.38/hour

Role: Permanent, Full time, onsite in Saskatoon offices at 813 Broadway Avenue

Hours of work: 35 hours per week (7 hours of work per day x 5 days per week). Some evenings and weekends are required.

Deadline to apply: Friday, September 18 by noon Mountain Time (in SK)

The Saskatchewan Craft Council

Founded in 1975 by 57 artisans, the Saskatchewan Craft Council (SCC), a non-profit organization, set out to promote local craftsmanship, enhance quality, and foster community. Over the years, it has organized workshops, exhibitions, and craft markets, including the prestigious Dimensions exhibition and events like WinterGreen, Waterfront, and Harvest Moon.

Since relocating to 813 Broadway Avenue in 1990, the SCC has hosted exhibitions and promoted fine craft through outreach programs, demonstrations, and mentorships. The organization has helped Saskatchewan artisans achieve national recognition, with events like the Emma Collaboration drawing global attention.

Committed to preserving both traditional and experimental craft and visual art, the SCC — an industry association with majority funding by the province through Creative Saskatchewan — continues to support artisans through mentorship, workshops, and exhibitions, ensuring Saskatchewan's craft and visual arts sector thrives.

The Position

Reporting to the Executive Director, the CEMDC oversees the development of the craft and visual art sector. The position builds impactful development opportunities for entrepreneurs, craftspeople, artists, and the organization across a wide spectrum of commercial markets and exhibition opportunities. Supervising the staff and physical and online store, the CEMDC advances the asset both as a strong development opportunity for members and for earned revenue for the organization.

Member Development and Promotion

- Generate and build professional development opportunities in Saskatchewan and beyond, in collaboration with other staff, which advance individual member skills and knowledge of market and exhibition prospects. This may include fairs, markets, and other export development opportunities;

- Lead the strategic advancement of the SCC Fine Craft Shop (physical and online) in collaboration with the Executive Director, building predictable, positive sales as a development opportunity for members;
- Warrant that SCC programs, in collaboration with staff, include appropriate professional advancement components;
- Direct the strategy and implementation of the use of advisory committees, juries, and other adjudication bodies related to SCC member levels and programs;
- Oversee the content and delivery of marketing and promotions across social channels, the website, and any other media, which involve professional development programs and sector and market development initiatives;
- Ensure execution and oversight of contracting with external and third-party providers and artists/makers in the delivery of juries, shop inventory, fairs, and markets. This includes the expedient submission of invoicing and adherence to mutually agreed upon pay schedules;
- Embrace other Member Development and Promotion tasks as needed.

Operations and Fund Development

- Direct the operations of the shop (physical and online), which includes management of inventory, visitor and customer experience, and providing operational support to the shop as necessary while ensuring that Saskatchewan Craft Council policies are adhered to;
- Mentor and schedule shop employees. Deal with staff performance concerns, in collaboration with the Executive Director up to the point of recommending discipline;
- Foster grants and grant reporting in collaboration with the Executive Director which support sector and market development initiatives;
- Embrace other Operations and Fund Development tasks as needed.

Partnerships and Sector Development

- Advance organization partners, in collaboration with the Executive Director, which open market opportunities across exhibition and sales, including with galleries, art museums, cultural organizations, post-secondary institutions, municipalities, guilds, and other craft councils;
- Nurture a provincial network for craft and visual art which connects rural organizations and makers into key regional municipalities, the key municipalities with one another, and provincial municipalities with other national and international centres;
- Embrace other Partnerships and Sector Development tasks as needed.

September 4, 2026

Hiring Process

From applications, short-listed candidates will conduct a 30-minute interview with a member of SCC staff online. All interviews will be in a virtual environment to deliver equity to candidates who are not currently based in Saskatoon. Final one-hour interviews will then be conducted online with SCC's Executive Director who will make a final decision with input from other SCC staff.

Qualifications

Preference will be shown to qualified, existing members of Saskatchewan Government and General Employees Union (SGEU). Extensive knowledge of a craft discipline and/or visual art, and for developing and delivering business and professional development opportunities for makers and artists, is required. Experience working in a non-profit cultural organization is ideal as is an understanding of the provincial cultural ecology. Demonstrated experience or knowledge of visual merchandising and retail sales would be considered an asset.

Compensation

The position would pay in a range of \$25.72/hour to \$29.38/hour, where a new employee would typically start at the bottom of the range, which would increase based on seniority and the Collective Bargaining Agreement. Operating in a union environment with SGEU, the position comes with health benefits provided through Canada Life, vacation and accrued sick time, matching RRSP contribution, and reasonable flexibility for work days and hours.

To Apply

Please email a cover letter and resume to SCC's Executive Director Jeff Erbach by Friday, September 18 by noon Mountain Time (in SK): director@saskcraftcouncil.org. If you are sending material by mail, it must arrive at the SCC offices on the deadline date:

Saskatchewan Craft Council
813 Broadway Avenue
Saskatoon, SK S7N 1B5

If you require any accommodations in the process, please ask, as the Saskatchewan Craft Council is committed to accessibility.