

# Executive Director

Spudnik Press Cooperative is looking for a new leader to change and grow the organization into its next phase. As the Executive Director of Spudnik, you are a strong advocate of the organization, staff, and printmaking community. You uphold Spudnik's mission of providing printmaking facilities and services for artists who need a place to create or exhibit their original artwork, and of offering education in printmaking practices by uniting professional artists with a diverse community of learners. Founded on the premise that art should be a democratic and empowering medium, Spudnik is committed to being an approachable and affordable print shop; a space where professional printmakers can meet aspiring students; and a space that encourages collaboration and the sharing of ideas. As Spudnik enters its fifteenth year, you will be uniquely positioned to move the organization in a new direction, ushering in new growth and building upon Spudnik's legacy.

## About Spudnik:

Spudnik Press Cooperative is a community-based art center in West Town, Chicago. Unique in its dedication to printmaking and the cultural traditions surrounding print, the studio houses professional facilities and rare equipment for a wide variety of traditional print processes and fine art publishing. This 4800 sq.ft. space also includes shared work space, private studios and mixed-use spaces for exhibitions, classes and community events.

Since its founding in 2007 by Founder Angee Lennard and its incorporation into a nonprofit between 2008 and 2011, Spudnik Press has seen exponential growth. Over the course of its history, it has offered access to professional letterpress, relief, intaglio, bookbinding, screen printing, risography, and offset printing facilities. Programs like the Open Studio sessions, a local residency program, youth field trips and publishing projects in collaboration with artists and designers have also expanded the press's capabilities.

Now entering its fifteenth year of programming, the organization continues to provide minimal barriers to well-maintained, robust printmaking facilities and a gallery while establishing a rich community of artists and art-consumers engaged in the vibrant landscape of fine art printmaking.

## Job Description:

### Programmatic Direction and Strategic Planning

- Create short- and long-term strategies for achieving and expanding organizational goals; communicate these to staff, board, and stakeholders.

- Develop and execute programmatic, organizational, and financial plans with the board and staff.
- To ensure programmatic adherence to Spudnik's mission, lead a review of existing programs and initiatives and assess them for their relevance, impact, quality, mission alignment, and effective use of resources. Assess their outcomes and impact, and make improvements or changes where necessary.

## Finances

- Develop annual and long-term financial objectives, including a balanced operating budget.
- Manage the budget to strategically grow earned and contributed revenue for the organization and implement growth plans.

## Development and Fundraising

- Develop and implement annual and long-term fundraising plans; bring innovative ideas to the fundraising process.
- Personally nurture and solicit productive relationships and collaborations with key donors.
- Actively participate in fundraising for special campaigns, sponsorships and government grants.
- Work closely with the Development Lead to achieve organization-wide development goals.

## Communications and Public Relations

- Represent the organization externally; serve as brand ambassador and lead as the external spokesperson to stakeholders including members, community partners, visitors, teaching artists, students, and funders.
- Plan and provide oversight of ongoing communications, reports, printed and digital communications, newsletters, annual reports, and press releases.
- Work closely with the Marketing Lead on organization-wide and public-facing communications.

## Operations and Staffing

- Provide and model participative leadership for staff in a manner that promotes initiative, a healthy workplace, and creates individual growth opportunities.
- Build a culture of teamwork, self-sufficiency, diversity, and inclusiveness with agility and strategic risk-taking.
- Develop, implement, and monitor programs that promote DEI within the organization; develop training and initiatives to create and foster an open and inclusive environment.
- Responsible for staff recruitment, hiring, orientation, performance evaluation, and professional development.
- Plan and execute events and meetings.

## Board Relations

- Engage the board of directors in shaping the strategic vision for Spudnik's future, actively soliciting their input on priority issues and formulating recommendations for consideration by the Board.
- Work with the board to identify and recruit potential board members to diversify and expand Spudnik's outreach.

## Minimum Job Requirements:

- Enthusiasm for Spudnik's mission and programs.
- Commitment to contributing to a work culture that is inclusive, equitable, and antiracist.
- An inspiring leader with a long-term vision, capable of imparting credibility, trust, integrity, enthusiasm, and the ability to motivate others.
- Experience supporting diversity, equity, and inclusion (DEI) initiatives.
- Experience building a sustainable business model, leveraging and growing earned income to fund the mission.
- Experience preparing federal and foundation grant applications and managing funded projects.
- Demonstrated ability to integrate diversity, equity and inclusion initiatives throughout an organization.
- A strong collaborator and communicator. Outstanding interpersonal, written, and verbal communication skills.
- Proven financial leadership and financial management skills.
- Relationship-building skills and a track record of managing people, projects, and budgets through transitions.
- A strong team leader with the ability to multitask, prioritize and delegate to staff.
- Ability to work calmly under pressure.
- Diplomacy in decision making and stakeholder management.
- Bachelor's degree in related field.
- Five years of experience managing people, with a minimum of three years leadership experience.
- Ability to work a flexible schedule; some evening and weekend work will be necessary.
- Proficiency in Google Workspace and Quickbooks.
- Knowledge of the standard practices, materials, processes and equipment used in printmaking.

## Preferred Qualifications:

- Master's Degree in Arts Administration, Studio Arts, or Art History. Comparable experience in grassroots organizing or community building will also be considered.
- Connection to printmaking, either as a printmaker or someone knowledgeable about printmaking; can speak of its historical and contemporary impact.
- Familiarity with the landscape of arts and printmaking in Chicago.

The ideal candidate will have a demonstrated commitment to antiracism and equity work. Our staff have participated in DEI and antiracism internal working group sessions, and we are dedicated to personal, professional, and community growth in this area. Like most arts spaces, there is a history of inequity and racism in the printmaking world, and we are doing the work to dismantle these systems in our own space. If you are Black, Indigenous, or a Person of Color considering this opportunity, you will be joining a team that centers your well-being, engages in harm reduction, takes responsibility when mistakes are made, and acknowledges impact over intent.

**Spudnik Press Cooperative is an Equal Opportunity Employer.** All qualified applicants will receive consideration for employment without regard to race, color, ethnicity, religion, sex, sexual orientation, gender identity, national origin, age, marital status, physical or mental disability, protected veteran status, genetic information or any other legally protected status, in accordance with applicable federal, state and local laws.

## Salary and Benefits:

Starting salary is \$50,000 - \$60,000 based on experience. This is an exempt position and employee benefits include paid vacation, paid holiday and sick time.

## Hours:

Full time. Applicants should be based in Chicago by the start date. Occasional evening and weekend events will require attendance.

## Application instructions:

To apply, please submit a cover letter and resume/CV (maximum 3 pages) to [boardofdirectors@spudnikpress.org](mailto:boardofdirectors@spudnikpress.org). Please indicate the names of 3 references (they will not be contacted until the final round of interviews). In your cover letter, please address how your experience within the arts or printmaking community can support Spudnik, and how you will embed a culture of DEI and build an inclusive community space. For preferred consideration, please apply by March 21st. Application closes April 1st.