

# Studio Assistant Intern

## Unpaid Internship

Approximately 14 hours per week  
Includes Complimentary Keyholder Access



Internships at Spudnik Press focus on bringing students into every aspect of facilitating a community studio. Internships balance administrative tasks with hands-on printing activities. Interns assist with daily maintenance of the shop, included cleaning, stocking, and ordering supplies. Marketing tasks include website updates, online marketing, writing short event summaries and product descriptions for new posts and the online store. Administrative projects can include financial and statistical record keeping, processing donation-recognition letters, and maintaining a database of members, students, other authorized printers, and an art archive. Depending on the skill sets and interests of the student, there are also opportunities for assisting with a class, installing exhibitions, and assisting printers through the artist in residence or publishing programs. After becoming familiar with how Spudnik Press Cooperative functions, we work with students to choose a self-guided project that builds off of their abilities and learning goals, while meeting the needs of our studio. Studio Assistant Interns report to the Studio Manager.

### Skills & Qualifications:

- Some knowledge of printmaking processes.
- Strong interest in art administration, education, self-publishing, printmaking, and/or community-based art projects.
- Strong communication skills.
- Reliable and responsible with ability to take ownership of projects.

### Responsibilities:

- **Art Administration:** Fundraising, accounting, event planning, etc.
- **Online and Print Marketing:** Design and distribution for small non-profit environment
- **Teaching Assistance:** For group classes, workshops, and field trips
- **Printing Assistance:** For Publishing projects and promotional materials
- **Exhibition Assistance:** Organization, installation, documentation, and promotion

For more information about Spudnik Press Cooperative, visit [www.spudnikpress.org](http://www.spudnikpress.org).

### To Apply:

- Submit a cover letter, resume, and work samples to [info@spudnikpress.org](mailto:info@spudnikpress.org).
- Work samples may be sent as a website or 3-5 .jpeg images.
- Applications will be reviewed until the positions are filled.

### Internship Periods:

We are able to work with students to match internships to their school schedules and requirements. However, internships typically begin the first week of January, June, and September, and continue for 14 weeks. We are able to work with approximately two interns per internship period.