

Printers Ball / Arts Administration Intern Unpaid Internship 10-15 hours per week



The Printers Ball Internship provides the opportunity to assist with the production of Chicago's biggest annual celebration of literary and printmaking culture.

The Printers Ball Intern will work closely with the Programming Team to plan and implement the 2014 event, supporting staff through each stage of development. Beginning the internship during the early stages of planning will provide the opportunity for the intern to creatively contribute to the event, and take a lead role in translating the visions of the programming team into a successful large-scale free public program.

The internship will consist of participating in a variety of group meetings with the programming team, the Printers Ball manager, and Spudnik Press staff, and working at Spudnik Press approximate one day per week supporting the production of event. As needed, the intern may be expected to communicate with presenters or the programming team between scheduled meetings and work days. Specific key responsibilities are outlined below.

A culminating project of the internship will be to create a Printers Ball Guidebook for use during the 2014 event as well as future iterations of the event, acting as documentation of the interns experiences as well as a permanent contribution to the legacy of the Printers Ball. The Printers Ball Interns report to the Executive Director.

Skills and Qualifications

- Strong organizational skills.
- Strong communication skills, both written and verbal.
- Some knowledge of local poets, publishers, printmakers, and organizations that support these art forms.
- Priority is given to applicants with art administration experience or studies.

Responsibilities:

- Support the work of the Printers Ball Manager and Spudnik Press staff in planning and executing the 10th Annual Printers Ball to be held on June 28, 2014.
- Attend and participate in frequent Programming Team meetings (to be held on Wednesday evenings, approximately every other week)
- Communication with programmers, presenters, volunteers, and the media.
- Inventory and organize publications to be distributed throughout The Printers Ball
- Assist in execution of marketing plan, using direct mail, e-mail campaigns, and social media.
- Support all printing projects in conjunction with event, including commemorative prints, take-away items, and programs.
- Act as a Stage Manager and a point of contact day of.
- For more information about Spudnik Press Cooperative, visit www.spudnikpress.org.
- For more information about The Printers' Ball, visit www.printersball.org

To Apply:

- Submit a cover letter and resume to angee@spudnikpress.org.
- Review of applications will begin February 28th and continue until the position is filled.
- Position will begin on or near April 1 and continue through July 15.