

# Call for Applicants: Studio Coordinator

**Part-Time; 32 hours per week**

Some evening & weekend hours required



The Studio Coordinator provides broad support for the Executive Director and Studio Manager across many Spudnik Press programs and efforts.

Acting as an office manager for the organization, the Studio Coordinator will handle phone, mail, and email communication, and will coordinate private lessons, workshops, and hourly reservations, provide client quotes and invoices, respond to all general studio inquiries.

Supporting our educational programs, the Studio Coordinator will act as a registrar and assist with administrative organization for classes and workshops, including maintaining online listings and database inventory, creating and distributing contracts and student surveys. Supporting our Studio Use & Membership programs, the Studio Coordinator will process liability forms, equipment authorizations, memberships, and ensure that all studio users uphold the rules and regulations of Spudnik Press Cooperative.

Working closely with the Executive Director, the Studio Coordinator will implement marketing plans. The Studio Coordinator will manage the organization's website and social media accounts, create online postings for events and artistic opportunities, develop copy for event, class, and product descriptions, and create and distribute regular e-newsletters to constituents, members and donors. As development efforts continue to expand, the Studio Coordinator will serve on all fundraising committees and using a robust constituent database, acknowledge and track all donations, event-driven fundraising, in-kind gifts, board dues, major giving, sponsorships, grants and more. The Studio Coordinator will contribute to grant writing and donor cultivation efforts through preparing documents, checklists, reports and other grant-related materials.

Administrative tasks will be balanced with hands-on responsibilities in the print shop including leading Orientation sessions, assisting with publishing projects, and leading monthly volunteer sessions. Additionally, the Studio Coordinator will work closely with the member Exhibitions Committee to maintain the gallery, install and document exhibitions, and staff opening receptions.

On a daily basis, the Studio Coordinator will balance responsibility across many programs. This is a fast-paced job that requires strong organization, time management, teamwork, written and verbal communication skills, and the capacity to quickly learn new processes. The ideal candidate will be familiar with multiple printmaking processes and comfortable with art handling. The Studio Coordinator reports to the Executive Director.

## Key Skills & Qualifications:

- Strong work ethic; Driven, highly motivated, and productive
- Ability to work independently
- Leadership experience that includes project management, volunteer coordination, or teaching experiences
- Excellent writing skills; Strong editing skills
- Outgoing demeanor and strong verbal communication skills
- Outstanding time management and organizational skills
- Comfort using digital technology such as databases, Microsoft Office, Adobe creative suite, wordpress, social media, etc.
- Previous office administration and/or non-profit work experience.
- Familiarity with the visual arts in Chicago, and in particular fine art printmaking.

*Compensation is \$14.50/hour. Benefits include paid time off, waived tuition for all Spudnik Press classes, and unlimited access to all materials and equipment. For more information about Spudnik Press, please visit [www.spudnikpress.org](http://www.spudnikpress.org).*

To apply, please send e-mail with resume and cover letter to [angee@spudnikpress.org](mailto:angee@spudnikpress.org).