



Studio Assistant

Part-Time, 20 hours per week

Some evening & weekend hours required

Spudnik Press Cooperative seeks a highly organized, communicative, and reliable team player to support Spudnik Press Cooperative's mission to provide facilities and services to anyone who wishes to be creative through print. The Studio Assistant will work closely with the Studio Manager and other staff to maintain a conducive artistic environment for all that utilize our studio by maintaining facilities, equipment, and supplies and providing broad support to our educational offerings. The Studio Assistant must be well-versed in multiple printmaking processes and comfortable with mechanical and digital technology.

The Studio Assistant's primary responsibility is to ensure the daily upkeep and organization of the studio. Alongside this work, the Studio Assistant provides a pivotal role in ensuring that Spudnik Press constituents have consistent experiences and friendly interaction every time they engage with the studio.

The Studio Technician will work closely with those using the studio to ensure safe operation of equipment and will ensure that resources are readily available to studio users. To this end, the Studio Assistant will lead weekly Authorization sessions and will teach or assist with private lessons, private workshops, and youth workshops that fall within their typical weekly hours. To help maintain a clean, professional, and safe studio space, the Studio Assistant will work closely with interns, Studio Fellows and volunteers to complete cleaning, organizing, and studio improvements projects.

The Studio Assistant will maintain and order supplies for the studio, including supplies for class, workshops, and other projects as needed. They will assist with the administrative organization for education and studio use programs and ensure that rules and regulations are followed. The Studio Assistant should be prepared to work collaboratively with their colleagues to ensure authorizations, fines, studio rentals, and more is accurately recorded in the organization's databases.

The Studio Assistant will also provide support to the Publishing Program by assisting with a variety of print projects including internal, client, and invitational fine art publishing projects. Tasks will range from file set-up to ink mixing to assistant printer to lead printer, depending on the project.

All staff shares the responsibility of working with interns and volunteers and staffing events as needed. Because the Studio Assistant will support aspects of many programs, flexibility and time management skills are required.



The ideal candidate will be resourceful, comfortable troubleshooting, and communicative. They will enjoy collaboration while being able to work independently. They will always seek ways to improve the studio equipment and facilities while maintaining a space that is welcoming and comfortable for all. Spudnik Press employees are expected to bring passion and integrity to their work while enjoying the community of creative artists, makers, students, and teachers that contribute to Spudnik Press.

Key Skills & Qualifications:

- Extensive experience creating professional-quality fine art prints utilizing multiple printing processes (required)
- Studio assistant, studio monitoring, or technician experience highly preferred
- Teaching experience preferred
- Familiarity with IT and digital printers
- Self-motivated and productive
- Strong organizational skills
- Outgoing demeanor and strong communication skills

Working Environment:

- Shared office within high-energy print making studio • Six employees (2 full-time, 4 part-time)

Compensation is \$14-15/hour, commensurate with experience. Benefits include two weeks paid time off, plus up to six paid holidays per year. Additionally, all staff receive waived tuition for all Spudnik Press classes, and unlimited access to all materials and equipment.

To apply, please send e-mail with cover letter and resume to angee@spudnikpress.org.

Application review will begin June 15.