



## **Studio Assistant**

Part-Time, 12-15 hours per week

Standard Schedule: Mondays & Thursdays 12-6pm

*Occasional 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 to maintain a conducive artistic environment for all that utilize our studio by helping to maintain 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 primary responsibility of the Studio Assistant is to ensure the upkeep and organization of the studio. However, this role is broad with tasks and responsibilities varying week to week based on the needs of the studio, including a customer service role by ensuring that students, artists, and all guests have consistent experiences and friendly interactions at the studio.

The Studio Assistant will maintain shared resources as well as manage inventory and supplies for class, workshops, and other projects. The Studio Assistant will embrace our collaborative effort to maintain a clean, professional, and safe studio space by working alongside interns, Studio Fellows and volunteers to clean, organize, and tackle studio improvements. This work entails following precise procedures and protocols and the regular use databases, invoicing systems, spreadsheets, checklists, and other administrative tools.

The Studio Assistant will regularly lead authorization sessions for various equipment and print processes, and as opportunities arise, assist with private workshops for youth and adults. They should be comfortable leading groups, working with people with various communication styles, and providing technical and conceptual feedback and guidance.

As needs arise and scheduling allows, the Studio will act as shop monitor (supervising and supporting those using the studio and ensuring safe operation of equipment) and a printing assistant for internal, client, and invitational printing projects. Tasks will vary depending on the project, but will typically include ink mixing, paper handling, and screen exposure and reclamation.

The ideal candidate will be resourceful, communicative, and 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. 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 Cooperative.



**Key Skills & Qualifications:**

- Experience creating professional-quality fine art prints utilizing multiple printing processes
- Studio assistant, studio monitoring, or technician experience
- Familiarity with IT and digital printers
- Teaching experience preferred
- 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)
- Highly collaborative structure with shared decision-making

*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 basic materials and equipment.*

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

*Application review will begin January 10.*