



Administrative Assistant

Part-Time, 16-20 hours per week

Occasional evening & weekend hours can be expected

The Administrative Assistant provides broad support to Spudnik Press programs and operations. They are the first point of contact for many of the people our organization supports through responding to all basic inquiries via phone, e-mail, and in person visits.

The Administrative Assistant acts as registrar for our educational programs by posting class listings to our website, scheduling private lessons and Studio Access Trainings, processing enrollments, producing class rosters, and managing student communications.

Supporting our Studio Use & Membership programs, this position manages all studio appointments and keyholder access, processes liability forms, equipment authorizations, memberships, studio rentals, invoices, and fines. The Administrative Assistant will also provide additional administrative assistance to the Executive Director as needed.

On a daily basis, the Administrative Assistant will balance responsibilities across many programs. This is a fast-paced job that requires strong organization, time management, and communication skills, as well as the ability to consistently execute routine tasks. All staff share the responsibility of serving on various committees as needed, working with interns, and staffing exhibition openings and outreach events. The ideal candidate will be familiar with printmaking processes in order to better serve our community and will enjoy working collaboratively. Staff 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.

For more information about Spudnik Press Cooperative, please visit www.spudnikpress.org.

Key Skills & Qualifications:

- Previous office administration experience highly preferred.
- Comfortable using databases, Microsoft Office, Adobe Creative Suite, Wordpress, and social media platforms.
- Strong work ethic; Driven, highly motivated, and productive
- Strong written and verbal communication skills
- Excellent deadline-management and attention to detail
- Excellent customer service skills.
- Familiarity with and appreciation for fine art print making required with hands-on experience making prints preferred.

Spudnik Press Cooperative | 1821 W. Hubbard Street, Suite 302 | Chicago IL
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www.spudnikpress.org | 312-563-0302 | info@spudnikpress.org



Working Environment:

- Collaborative working style with interdependent work
- Blend of in-person and remote work; Staggered shifts; Some onsite work is required.
- Shared work space within high-energy print making studio

Compensation is \$15-17 per 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 Spudnik Press classes, and access to all general materials and equipment.

To apply, please send e-mail with cover letter and resume to angee@spudnikpress.org. Applications will be reviewed as they are received.

Spudnik Press Cooperative does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.