

Studio Assistant Intern
Unpaid Internship
Approximately 14 hours per week
Complimentary Keyholder Access



Internships at Spudnik Press focus on bringing students into every aspect of facilitating a community art studio. Internships balance administrative tasks with hands-on studio-based projects. Interns are able to work alongside a variety of Spudnik Press staff to focus on 2-3 of the following areas of focus:

- Administrative Assistance: Database and archive maintenance, processing memberships, etc.
- Development: Donor acknowledgement, event planning and organizing
- Marketing: Social media, online postings, e-newsletters, design and distribution of materials
- Sales & Exhibitions: Planning and organizing, install and deinstall, photo documentation
- Education: Teaching assistance for group classes, workshops, and field trips
- Publishing: Printing assistance for client-based, invitational publishing, and internal projects
- Studio Maintenance: Inventory, press maintenance, clearing and organizing

Within a typical week, interns will support a variety of projects ranging from daily maintenance of the studio, deep cleaning, stocking and ordering supplies, updating the website, online marketing, documenting artwork, event planning assistance, processing memberships, and managing our archive.

Additionally, all interns select a member to interview for our online Member Interview Series. Each term, all Spudnik Press interns collaboratively organize and execute a Social Media Take over to promote both the organization and their own artistic practice.

After becoming familiar with the daily operations of Spudnik Press Cooperative, interns are able to request an area of focus or larger project that builds off of their abilities and learning goals, while meeting the needs of our studio. Studio Assistant Interns will work closely with various staff throughout their internship but will report to the Executive Director.

Skills & Qualifications:

- Familiarity with and appreciation for fine art print making (required) with hands-on experience making prints (preferred). While interns will strengthen their printmaking skills, interns should not expect to fully learn new printing process during the internship.
- Interest in art administration, education, fine art printing, and/or community-based art projects.
- Outgoing demeanor and strong communication skills
- Reliable and self-driven
- Organized and able to meet deadlines

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

To Apply:

Submit a cover letter, resume, and work samples to angee@spudnikpress.org.

Work samples may be sent as a website or 3-5 .jpeg images.

Applications will be reviewed until the positions are filled.

Internship Periods:

We are able to work with students to match internships to their school schedules and requirements. However, internships typically begin the first week of January, June, and September, and continue for 14 weeks. Interns typically work two 10-5pm days per week (Tuesday – Friday). We are able to work with approximately two interns per internship period.