

Program Lead

20 hours per week



Spudnik Press Cooperative seeks an organized, outgoing, and collaborative individual to support our mission to provide education in printmaking practices through bringing together a diverse community including emerging artists, established artists, youth, and adults. The Program Lead will manage and facilitate the following two programs:

- Studio Fellowship
- Residency Program

Our Studio Fellowship is an eight-month program that provides emerging artists opportunities to develop artistic and professional skills. A key component of the fellowship is ongoing professional development seminars. Our Residency brings local and national artists to Spudnik Press to produce new print-based work and to engage with our members and the broader public through a variety of public events.

For both of these programs, the Program Lead will orchestrate logistics including the application and selection process, coordinating studio trainings and seminars, budget management, maintaining program information online and in print, organizing and staffing events, leading assessment processes, and setting objectives to continually evolve these programs. This position will work collaborative with other staff to ensure that selected artists are fully oriented to the studios and have the technical skills needed to complete their proposed projects.

The Program Lead will also manage and facilitate public events connected to our membership program, exhibitions and sales, and outreach efforts. Current member events include portfolio reviews, skill-share nights, a variety of virtual programs, and an annual member exhibition. Sales and outreach events range from participation in events ranging from international art fairs to local comics fairs to one-off art-making events in house and around the city.

The Program Lead will work closely with other staff in order to create continuity across programs and ensure all activities work in harmony towards our mission.

This multifaceted position requires strong organization, project management, and communication skills. This work will require the use of databases and other shared organizational systems. All staff share the responsibility of serving on committees as needed, supporting interns, and staffing events. 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.



Responsibilities include:

- Schedule and coordinate public events
- Facilitate public events
- Create contracts, and attend to all other practical details associated with programs and events managed by Program Lead
- Manage budgets for programs and events managed by Program Lead
- Support the selection and evaluation of program objectives
- Bring leadership and strategy to program growth and development
- Collaborate with partners; Expand partnerships as opportunities arise
- Support marketing and communications efforts for programs managed by Program Lead

Skills & Qualifications:

- Familiarity with and appreciation for fine art print making
- Arts administration or project management experience
- Public programming experience, from ideation through execution and assessment
- Desire to establish strong working relationships to work effectively with others inside and outside the organization.
- Outstanding organization and deadline management
- Ability to create and maintain budgets
- Outgoing demeanor
- Strong communication skills
- Self-motivated
- Proven commitment to visual arts and Chicago artists.

Working Environment:

- Organizational culture prioritizes cooperation and interdependent work
- Blend of in-person and remote work; Onsite job requirements to be discussed with interviewees.
- Open work space within high-energy printmaking studio

Compensation is \$20 per hour. Employees receive two weeks paid time off and up to six paid holidays per year. Staff also 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.

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

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.