



Print, Letterpress, Books, and Papermaking Studio Internship

Position Summary:

The Print, Letterpress, and Books Intern provides studio support for classes in these areas while learning about studio management and arts administration at a non-profit craft school. This position allows the intern to gain valuable knowledge and experience in studio support which includes safety procedures, equipment maintenance, ordering and tracking supplies, and working closely with studio assistants and instructors. The internship is a full time (40 hour per week) position from May 24 - September 6, 2018. The Intern reports to the Print, Letterpress, and Books Studio Coordinator.

A Penland internship offers a unique opportunity to live and work in a dynamic, creative educational community and work with accomplished professionals in a mutual learning and knowledge sharing environment. *A small stipend for work is included.* All housing and meals will be provided at no charge to the intern for the duration of the internship period with a \$75 stipend for each week of the internship when the Pines dining hall is closed. Class and studio access is not provided.

Penland will work with applicants seeking educational credit for the internship. Details can be discussed in the interview process.

Responsibilities:

- Perform routine and specialized maintenance of presses, shears, and other studio equipment
- Assist with managing storage, usage, and safety precautions for chemistry and inks
- Assist with ordering, receiving, inventorying, tracking, and updating of workshop materials
- Possess working knowledge of various skills and methods used for each unique summer class
- Assist with maintaining and updating MSDS information and safety procedures
- Assist with studio maintenance such as cleaning equipment, replacing filters, etc.
- Assist in prioritizing studio needs based on current and upcoming workshops
- Sort and organize printing type, cabinets, materials, tools, etc.
- Provide assistance answering general studio questions for students and instructors
- Participate in change-over duties
- Assist with moving heavy items, desks, supplies, studio equipment
- Assist in moving equipment and setting up the new papermaking facility

Qualifications:

- Have a demonstrated interest in the arts/arts management
- Possess a high level of familiarity and comfort working in a teaching studio(s); knowledge of print, letterpress, book arts, and papermaking processes preferred
- Must have a passion for learning, be highly self-motivated, task oriented and goal oriented
- Possess excellent verbal and written communication skills and a positive, professional behavior
- Be comfortable making phone calls and in person communications with instructors, students, staff, and vendors
- Have a proven ability to work collaboratively with diverse groups of individuals

- Possess the ability to work within deadlines and under pressure
- Be highly organized and possess excellent time management skills
- Be highly self-motivated, task oriented and goal oriented
- Be able to accommodate a flexible work schedule, including weekends
- Must have computer experience with Microsoft Office and Adobe Creative Suite
- Must have a valid driver's license

Physical Demands:

This position requires the applicant to walk unaided up and down hills and over uneven terrain, bend, stoop, reach above their head, have use of fine and gross motor skills, and work in close quarters. The applicant must have normal visual acuity at near and far distance with correction and hear the spoken word with correction. The applicant must be fluent in English. While performing the duties of this job, the applicant is regularly required to sit and to work at a computer. The applicant is frequently required to use hands to finger, handle, or touch objects, tools, or controls and to speak fluently. The applicant must occasionally lift and/or move heavy objects weighing up to 75 pounds.

To Apply:

Penland School of Crafts believes that diversity and inclusion are essential to fulfilling its mission. We want to inspire and nurture the human spirit, and we value the perspectives and contributions of all people. We want the Penland experience to include varied ideas, world views, and personal characteristics. Penland is committed to being a community that welcomes and respects everyone regardless of age, ability, ethnicity, race, religion, philosophical or political beliefs, sexual orientation, gender identity or expression, nationality, geographic origin, and socioeconomic status. We are committed to providing an environment free of discrimination.

The internship will remain open until filled, however the initial review of applications will begin with applications received by **February 1, 2018**. Send resume and cover letter addressing relevant experience and interest in the internship, contact information including email address and telephone number, and contact information for at least 3 references (at least one of which must be an employer) to Jay Fox, Penland School of Crafts, PO Box 37 Penland, NC 28765 or northlight@penland.org

Penland School of Crafts is an international center for craft education offering residential workshops, residencies, community education programs, and exhibitions. Located on 420 acres in the NC Mountains, Penland has 16 teaching studios and a total of 57 historic and contemporary buildings. Penland School of Crafts is an equal opportunity employer with a staff of 63. Penland operates with a \$16 million endowment and an annual operating budget of \$5.8 million. We offer several internships throughout the year. Penland is located about an hour northeast of Asheville, NC.