



### **Textiles and Drawing/Painting Studio Internship**

#### **Position Summary**

The Textiles and Drawing/Painting Studio Intern provides studio support 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 class supplies and working closely with studio assistants and instructors. The Intern reports to the Textile & Drawing/Painting Studio Coordinator. The internship period is May 22 through September 8, 2018, 40 hours/week. (Start and end dates are negotiable.)

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**

- Assist with receiving, inventory, tracking and updating of materials for workshop classes covering a wide range of traditional as well as experimental techniques in textiles and drawing/painting.
- Participate in change-over weekend duties to prepare studios for incoming classes (requires working every other weekend. There is a mid-week day off).
- Provide assistance with general studio questions and issues, and serve as a point of contact for students and instructors.
- Develop working knowledge of various skills and methods used for each unique summer class.
- Develop a working knowledge of studio consumables, such as fabric types and resources, varieties and weights of yarns specific to weaving, and drawing & painting supplies and safety concerns.
- Conduct routine and specialized maintenance of equipment such as sewing machines, looms, sergers, swifts, bobbin winders, etc.
- Assist with studio maintenance such as cleaning, facility upkeep, organizing storage spaces, etc.
- Assist with moving heavy items, and rearranging studio furniture and equipment as appropriate for each class.

#### **Qualifications**

- Must have a demonstrated interest in the arts/arts management.

- Must possess a high level of familiarity and comfort working in a teaching studio. **Some familiarity with textile terminology/processes required.** Working knowledge of fiber processes and drawing/painting techniques strongly preferred.
- Must have a passion for learning; possess excellent verbal and written communication skills and a positive, professional manner.
- Must be comfortable with email, telephone, and in-person communications with instructors, students, staff and vendors.
- Have a proven ability to work collaboratively with diverse groups of individuals.
- Be able to accommodate a flexible work schedule, including change-over 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. The position demands frequent exposure to inclement weather and frequent climbing of stairs to walk-up studio. 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 consist of applications received by **February 1, 2018**. Send resume and cover letter addressing relevant experience and interest in the internship, personal contact information and email contact information for at least 3 professional references (a minimum of 1 of the 3 shall be from an employer) to Amanda Thatch, Textiles/Drawing/Painting Studio Coordinator, Penland School of Crafts, PO Box 37 Penland, NC 28765 or [textiles@penland.org](mailto:textiles@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.*