



## **Rubber City Prints Internship Positions**

### **The Studio Intern**

- Monitor open studios and gallery hours as needed; greet customers, provide tours and membership information, provide basic demonstrations, and encourage hands-on printmaking and print sales
- Assist artists, educators, instructors, and volunteer staff during open studios and events
- Assist in setup and/or breakdown of exhibitions, workshops, and activity booths
- Prepare materials and signage for workshops, area advertising, art shows, etc.; take inventory of supplies
- Teach workshops at RCP, area schools, libraries, and vendor/activity stands (training provided)
- Assisting interns, artists-in-residence, and directors on special projects and gallery events
- Assist with studio upkeep including restoration, organization, sweeping, mopping, and painting

### **Marketing/Social Media Intern Responsibilities**

- Create advertisements, email blasts, event postings, online storefront, blog posts. etc.
- Maintain online storefront and website updates
- Conduct artist interviews for the blog and social media.
- Take photos at events and use in social media posts and advertisements
- Attend events outside of Rubber City Prints and network with potential clients and educate the local community about RCP.
- Assist board members with promotion drop-off and donation pick-up at local area shops, businesses, and events
- Expand outreach on free posting sites, social media outlets, and promotional marketing tools

## **Administrative/Non-profit**

- Create an advertising schedule for workshops, events, and fundraisers.
- Track all fine art print sales, service sales (membership purchases, workshop purchases, etc.)
- Assist with coordinating volunteers, instructors, workshops, and events.
- Complete daily office task such as; making phone calls, follow-up emails, data entry, ordering supplies, assisting with special projects as needed
- Attend volunteer and board meetings on budgets, grant writing research, and committees formation; take notes
- Regularly assist with research on grants, opportunities, artists, and promotional strategies. Keep everything organized through outlines and the use of spreadsheets/data entry.

## **Print Shop Assistant Internship**

- OPEN TO ANYONE IN COMMUNITY NOT JUST COLLEGE STUDENTS
- Assist instructors with demonstrations, making artwork, walk-in printmaking, and workshops
- Assisting interns, artist-in-residence, and directors on special projects and gallery events
- Assist with studio upkeep including restoration, organization, sweeping, mopping, painting
- Keep meeting minutes
- Researching printmaking techniques and processes
- Greet customers and show them around the shop
- Help prepare instructor materials for non-profit donation based vendor stands
- Guide customers through 3 trained printmaking processes at the vendor stand