



Internship Opening: Education Intern (Remote)

Minnesota Center for Book Arts

Position Description

Join our collaborative book arts team and play an important role in shaping our work! We've spent the past eight months developing a robust series of new virtual book arts programs, and we are looking to grow our programs and share book arts with adults, families, and students in Minnesota and beyond.

About the Internship

The MCBA Education Intern will learn about and gain experience in our virtual book arts programs while supporting our education team. Primary areas of learning include (but are not limited to):

- Learn about MCBA's virtual programs, the online platforms MCBA uses to offer programs (Zoom & Google Classroom), and how our programs are facilitated.
- Participate in virtual workshops on Tuesdays and Saturdays by supporting teaching artists and participants with tech and facilitation needs. This includes: opening the virtual classroom, greeting the teaching artists and participants as they come in, introducing the Zoom platform to participants, and providing tech support as needed.
- Learn about MCBA's customer relations management software and support staff in updating records to generate more useful data.
- Gain experience corresponding with workshop participants about virtual programs.

Helpful prior experience

- Interest in art education and/or arts administration
- Ability to speak to a group comfortably
- Experience using Zoom or other online meeting platform(s)
- General comfort with technology

Due to the remote nature of this work, the intern must be able to provide their own computer and have regular access to a secure internet connection.

Internship Dates & Schedule

The internship runs from January through April 2021 for approximately 8-10 hours weekly. The intern must be consistently available on Tuesdays 4-9pm Central Time (CT) as well as select weekend hours listed below:

- Saturdays: January 9, January 16, January 23, January 30 (9:30am-12:30pm CT)
- Saturday: February 6 (9:30am-12:30pm CT)
- Saturday and Sunday: February 20 and 21 (9:30am-12:30pm CT)
- Saturdays: March 6, March 13, March 20, March 26, April 3, April 10 (9:30am-12:30pm CT)

Additional internship hours can be scheduled based on candidate's availability

Benefits

Intern will receive a \$500 stipend. In addition to on-the-job educational experience, interns receive a free one-year membership to MCBA, which offers a 10% workshop discount. This internship includes free participation in every workshop the intern supports (the intern may choose if they would like to purchase

supplies for workshops). After completion of 100 hours, interns may register for a free MCBA virtual workshop (which they do not need to facilitate) of up to 12 hours.

To Apply

Please email a 1-pg cover letter and resume to internships@mnbookarts.org. In your cover letter, please confirm that you are available for the dates listed above. Please enter the title of the internship (Remote Education Intern) in the subject line of the email. Applications are due Tuesday, December 8, 2020, 11:59pm CST.

We value a culture of equity and inclusion and encourage individuals with diverse cultural backgrounds and lived experiences to apply.

About Minnesota Center for Book Arts

Founded in 1983, Minnesota Center for Book Arts (MCBA) is a nonprofit visual arts center that offers educational and artistic programming in the book arts, which encompass papermaking, bookbinding, letterpress printing, and related arts. With over 12,000 square feet of artist studios, classrooms, library, and gallery space, MCBA is one of the largest and most comprehensive book arts centers in the world. Visit www.mnbookarts.org to learn more.