



## 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 year developing a robust series of new virtual book arts programs, and we are looking to grow our programs and share book arts 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 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 online platforms 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.
- Develop skills in and provide support for interrelated program areas, including but not limited to marketing, communications, and artistic 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 desktop or laptop computer and have regular access to a secure internet connection. (Unfortunately, it's challenging to facilitate Zoom workshops on ChromeBooks and tablets).\*\***

### Internship Dates & Schedule

The internship runs from January through April 2022 for approximately 6-8 hours weekly, with initial onboarding and training to take place the week of December 13th, 2021. We are planning to work with two interns, one for Intern Schedule A and one for Intern Schedule B. Interns must be available for one of the two schedules for the duration of the internship.

Intern Schedule A:

- Wednesdays 4-9pm Central Time (CT)
- Select Tuesdays 4-9pm and Saturdays 9am-1pm Central Time (CT)

Intern Schedule B:

- Thursdays 4-9pm Central Time (CT)
- Select Tuesdays 4-9pm and Saturdays 9am-1pm Central Time (CT)

Additional internship hours can be scheduled based on candidate's interest and 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 includes a 10% discount on workshops and retail purchases. This internship includes free participation in each workshop the intern is assigned to facilitate (the intern may choose if they would like to purchase supplies and/or materials kits for workshops). After completion of 100 hours, interns may register for one 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 a résumé to [internships@mnbookarts.org](mailto:internships@mnbookarts.org). In your cover letter, please confirm that you are available for one (or either) of the schedules listed above. Please enter the title of the internship (Remote Education Intern) in the subject line of the email. **Applications are due on Monday, November 15, 2021, 11:59pm CT.**

*We prioritize a culture of equity, inclusion, and care for self and community.  
We encourage participants with diverse cultural backgrounds and lived experiences to apply.*

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### **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](http://www.mnbookarts.org) to learn more.