



Internship Opening: Education Intern (Remote & Hybrid)

Minnesota Center for Book Arts

Join our collaborative book arts team and play an important role in shaping our work! We've developed a vibrant series of virtual and in-studio book arts workshops and we are looking to grow our programs and share book arts in Minnesota and beyond.

About the Internship

MCBA Education Interns will learn about and gain experience in our virtual book arts programs while supporting our education team with a combination of remote and in-person projects. 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, Wednesdays 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 online platforms to participants, and providing tech support as needed.
- Hybrid Intern will support Saturday studio workshops and staff onsite at MCBA. Additional onsite opportunities may be available on select Thursdays, Fridays and Sundays.
- 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 May through August 2024 for approximately 6-8 hours weekly, with initial onboarding and training to take place the first two weeks of May. We are planning to work with two interns, one remote and one hybrid (supporting virtual and in-person workshops). Interns must be available for one of the two schedules for the duration of the internship. Additional internship hours can be scheduled based on candidate's interest and availability.

Remote Intern Schedule:

- Tuesdays & Wednesdays 4-9pm Central Time (CT)
- Select Saturdays 12-3pm Central Time (CT)

Hybrid Intern Schedule:

- *Remote* Tuesdays & Wednesdays 4-9pm Central Time (CT)
- *In-Person* Saturdays onsite at MCBA 9:30am-1:30pm Central Time (CT)
- *Optional In-Person Opportunities* on select Thursdays, Fridays and Sundays (hours vary)

Important note: *While some elements of the Hybrid Internship may be performed remotely, the person in this position will need to be available to work onsite in our building and offices.*

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 workshop tuition and retail purchases. This internship includes free participation in every 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 workshop (which they do not need to facilitate) of up to 12 hours.

Covid Safety Protocols

Minnesota Center for Book Arts is committed to fostering a healthy and safe environment for all visitors. We follow the current CDC and Minnesota Department of Health guidelines related to the Covid-19 pandemic. At this time, masks are welcome but no longer required in group settings. See MCBA's full [Covid safety guidelines](#) for more information.

To Apply

Please email a 1-pg cover letter and a résumé to 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/Hybrid Education Intern) in the subject line of the email.

Applications are due on Monday, March 4, 2024; 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.

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.