

# Atlanta Printmakers Studio Internships

**Atlanta Printmakers Studio** is dedicated to nurturing the practice of printmaking as an original art form. Our goals are to provide educational programs, community access, and exhibitions opportunities in order to enhance the understanding of and appreciation for fine art printmaking. APS offers internship opportunities three times a year to 2-3 enthusiastic, engaged, and serious-minded artists. Our interns assist with daily studio operations and maintenance. In addition to hands-on experience with artistic projects, interns gain an understanding of the day-to-day operation of a non-profit art organization.

## Atlanta Printmakers Studio provides:

- **Educational Programming & Community Programs** for all ages and backgrounds in printmaking.
- An **Artist Cooperative** that provides access for local artists to create their work in a supportive workshop environment.
- An **Emerging Artist Residency Program** through which selected artists create original prints with support and mentoring provided by APS.
- **Exhibition Opportunities** that enable the public to view exhibitions of prints thus increasing their awareness of printmaking. Most work is offered for sale to the public.

## Internship Description:

The Intern(s) will work with the Executive Director, Board Members, and Instructors to prepare and execute projects in all areas of operation.

## Intern(s) will be expected to:

- Attend a studio orientation
- Assist with the day-to-day studio operations
- Assist in overseeing the safe use of the shop, materials, and equipment
- Assist in taking inventory, stocking supplies, and researching projects, techniques, and equipment
- Assist with exhibition preparation and installation
- Assist with workshops, classes, and special events
- Assist with other projects as needed

## Intern Requirements:

Interns must be able to commit to an average of 10 weeks for a minimum of 10 scheduled hours per week, Monday through Friday between the hours of 10 am and 5 pm. Some evening and/or weekend hours may be involved for community events.

## Work Schedule: Tuesdays & Thursdays 10am 4pm

Applicants should seriously consider whether their schedule would reasonably accommodate these weekly hours before committing.

The best intern is not always the person with the most printmaking experience! Printmaking experience is advantageous, but **dependability, initiative, attention to detail, organizational skills** and the **ability/willingness to learn** are paramount. Additionally, strong interpersonal skills, interest in printmaking practices, and the ability to work well with others are also important.

**Internship duration:** One session

**Application deadlines:**

**Winter/Spring Session: January–May:** December 1

**Summer Session: June–August:** May 1

**Fall Session: September–December:** August 1

**Work Schedule:** 10:00 AM–4:00 PM, Tuesdays and Thursdays

**Compensation:** One hour of studio use for every completed intern hour\*; opportunity to trade intern hours for enrollment in class/workshop when space is available\*; invitations to APS special member events; and the experience of being a part of a professional center for printmaking

*\*Accumulated hours expire at the end of 18 months past date of completed internship; classes/workshops require 2 intern hours per 1 class/workshop hour; class/workshop participation is limited to one intern per class/workshop.*

Students wishing to receive school credit **are responsible** for obtaining the necessary guidelines and paperwork from their university.

**Note:** Interns **must have** reliable transportation.

**To Apply Please Submit:**

**Application:** completely fill out the following application form.

**Letter of interest** please address all of these points:

- Describe what you hope to achieve from the internship.
- Describe how or what you hope to contribute.
- Discuss your art education background and art/printmaking experience.
- List relevant skills that you may bring to the internship (computer/software experience, graphic design skills, accounting, etc.).

**Resume** including education and work experience.

**References** please include name, title, address, email, and daytime telephone.

**Mail Application To:**

Kathy Garrou, Executive Director

Atlanta Printmakers Studio

675 Metropolitan Parkway SW #6026

Atlanta, GA 30310

Or e-mail application to [info@atlantaprintmakersstudio.org](mailto:info@atlantaprintmakersstudio.org)

**For more info:** If you have questions or would like to schedule a visit, please contact Kathy Garrou, Executive Director at [kgarrou@atlantaprintmakersstudio.org](mailto:kgarrou@atlantaprintmakersstudio.org)



# INTERNSHIP APPLICATION

Submit to:  
Atlanta Printmakers Studio  
Attn: Internship Program  
675 Metropolitan Parkway SW #6026  
Atlanta, GA 30310

Fill out this form completely and submit it with the required documents. All submissions will be reviewed after the session deadline, then you will be notified of the status of your application.

Check the session you're applying for:  Winter/Spring Session  Summer Session  Fall Session

Dates you're available: starting \_\_\_/\_\_\_/\_\_\_ ending \_\_\_/\_\_\_/\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Emergency Contact: Name \_\_\_\_\_

Contact Phone \_\_\_\_\_ Relationship to you \_\_\_\_\_

References: List Name, Position/Relation, Phone Number and E-mail Address

\_\_\_\_\_  
\_\_\_\_\_  
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### Areas of Interest for Internship:

#### Printmaking:

Intaglio  Monoprint  Other \_\_\_\_\_  
 Letterpress  Relief  
 Lithography  Screenprint

#### Administration:

Education  Newsletter  Other \_\_\_\_\_  
 Exhibitions  Publicity  
 Grant Writing  Website

All interns are required to adhere to all studio procedures described for renters and safety precautions outlined in the studio manual and during orientation. All interns are chosen on their ability to use the shop responsibly, to contribute in a positive way to the APS community, and to understand and follow all basic agreements.

Interns in connection with APS studio use shall indemnify Atlanta Printmakers Studio, Inc. ("APS") against all claims arising from any accident, injury, or damage whatsoever, however caused, to any person or to any property occurring during the rental term on or about the demised premises, and against all expenses, counsel fees, and liabilities incurred in connection with any such claim or any action or proceeding brought thereon. By signing below, the applicant acknowledges that he/she agrees to all the terms, conditions, and basic agreements of becoming a studio intern.

Equal opportunity to participate in and benefit from Atlanta Printmakers Studio is provided to all individuals regardless of race, national origin, color, sex, age, religion, sexual preference, or disability in admission, access, or employment. Minors may not use the equipment or be in the studio unless accompanied by an adult.

Signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_