



## Summer Book Arts Studio (SBAS) Education Program Intern

Salary: Volunteer/Course credit is possible  
Hours: 35 hours per week (Monday -Friday 9:00am – 5:00pm)  
Dates: 8 consecutive weeks, between June 13, 2016 – August 19, 2016  
Location: The Printing Museum, 1324 West Clay Street, Houston, Texas, 77019  
Supervisor: Keelin Burrows, Curator, [kburrows@printingmuseum.org](mailto:kburrows@printingmuseum.org)  
Website: [www.printingmuseum.org](http://www.printingmuseum.org)

The Printing Museum (TPM) seeks a talented and motivated undergraduate student who would like to join our team as a summer intern and gain experience in museum education. Under the supervision of the museum curator, the SBAS Education Program Intern will be responsible for assisting in the coordination and execution of the museum's Summer Book Arts Studio program. However, as a full-time staff member of a small non-profit organization, the intern will be integral to the daily function and operation of the museum. S/he will learn about museum policies, procedures and practices and gain insight into the daily operations of a non-profit. Through access to museum staff, patrons, donors, exhibitions, and on-site studio workshops, the intern will gain a broader understanding of cultural production and preservation, as well as learn how historical artifacts relate to contemporary culture and practices. This position presents an exceptional opportunity for a student who is considering a graduate degree in museum education or museum studies to gain valuable professional experience.

### **The Summer Book Arts Studio (SBAS) Program Intern Core Responsibilities:**

1. Prepare and organize materials for the SBAS studio
2. Assist instructors with conducting studio sessions
3. Correspond with registrants via phone and email
4. Maintain current and accurate information on all program participants
5. Conduct research on the book arts and design, as well as assist in creating worksheets/didactic materials for class sessions, and if time, tour content
6. Assist with creating and improving educational policies
7. Assist with creating an end of summer reception for participants of the SBAS program
8. Learn about professional organizations, such as the National Art Education Association and the American Alliance of Museums
9. Learn about a small, non-profit museum and how TPM contributes to the broader Houston community

**Required Skills/Experience (Additional Qualities for Successful Internship):**

- The intern must have an interest in printing, graphic design, and the book arts
- The intern must be well organized and detail oriented
- The intern must possess a desire and enthusiasm for working with the public (including children, families and adults)
- The intern must have a working knowledge of Microsoft Office (including Outlook, Word, Power Point and Excel).
- The intern must respect the confidentiality of patron records and other museum files
- The intern must possess superb time management skills and be responsible for managing his/her own work flow
- The intern must maintain a professional attitude and appearance

**Desired Skills:**

- Experience working with students of different ages in a classroom or educational setting
- Experience working with social media for an organization
- Experience with Photoshop and InDesign
- Experience in museum education
- Experience generating curriculum
- Knowledge of museum education and programming

**Impact Statement:**

As the Education Program Summer Intern you will be an invaluable assistant to our Summer Book Arts Studio (SBAS). You will be a critical and unifying link between the students, the instructors, and the museum staff. You will be the primary point of contact for SBAS registrants and instructors throughout each week-long workshop. You will help plan and facilitate the program, playing a hands on role in *educating* the public on the traditional craft and design of making a book from pulling the paper to binding the signatures—providing core content for book concept and layout. Your administrative, classroom, social media, and research work with our Summer Book Arts Studio will enable the museum to provide quality programming to the broader Houston *community*. Ultimately, as the summer intern, you will serve as a liaison between the museum and community, advocating the historical and cultural value of hands-on making in our increasingly digital world.

**Eligibility Requirements:**

- The intern must be a currently enrolled, full-time (minimum of 12 hours), undergraduate having completed at least their freshman year.
- The intern must be returning to school in the fall of 2015 as a full-time sophomore, junior, or senior. (Graduate students are not eligible).
- The intern must not be related to any employee, volunteer, contributor, or board member of The Printing Museum.

The **Summer Book Arts Studio** is a four day workshop that enables students to gain hands-on experience in the historical art and design of bookmaking. On each successive day students participate in a 2 ½ hour session, creating a different element of the finished book. Students learn the creative processes of papermaking, paste paper application, printing, and bookbinding, while gaining an understanding of the historical and contemporary significance of the printed

word and image. The program advances the museum's mission to promote preserve, and share the knowledge of printed communication and art as the greatest contributors to the development of the civilized world and continuing the advancement of freedom and literacy.

**The Printing Museum** displays a dynamic collection of historical documents, fine art prints, and antique printing equipment. Artifacts in the collection range in time from humanity's earliest writing through the twenty first century. The collection reflects the beginning of printing in Europe with Gutenberg's invention of movable type, and illustrates printing of the Renaissance, the Age of Enlightenment, and beyond. The museum contains exhibit spaces devoted to American Colonial printed documents and examples of early Texas printing. In addition, the museum contains three galleries which present original, rotating exhibitions upon a wide range of topics. The Printing Museum features printmaking and letterpress workshops, a papermaking shop, and a book bindery, where it offers classes year round on the traditional arts and crafts of printing and book making.

**To Apply:**

Please send a current resume and a letter of interest to Keelin Burrows, TPM Curator at [kburrows@printingmuseum.org](mailto:kburrows@printingmuseum.org) (no phone calls please). Applications will be accepted until position is filled. No applications will be accepted after Wednesday, March 30, 2016 at 5:00 P.M. CST.

Your letter of interest should address the following questions:

What interests you about The Printing Museum?

How do you think the SBAS Education Program Internship at The Printing Museum could help you work toward your academic and career goals?

If selected for a phone or in-person interview, prospective interns shall be prepared to provide the contact information for 2 references and official verification of enrollment. Final decisions will be made by Friday, April 8, 2016.

Please address all questions to Keelin Burrows, TPM Curator at [kburrows@printingmuseum.org](mailto:kburrows@printingmuseum.org) (no phone calls please).