

Edinburgh Printmakers

Castle Mills, 1 Dundee Street, Edinburgh, EH3 9FP | 0131 557 2479 | www.edinburghprintmakers.co.uk

Print Studio Assistant- Volunteer

Thank you for enquiring about Edinburgh Printmakers Print Studio Volunteer opportunity.

Placement Outline

Edinburgh Printmakers is looking for a dynamic and motivated individual with proven printmaking experience to assist in the practical running of the print studio. You will work in an active printmaking studio giving artists general printmaking assistance. Assisting with the preparation of printmaking courses, limited-edition print publishing, gallery installation and helping the team of printmaking technicians maintain and run the professional studio facilities.

This training opportunity is intended to offer a broad ranging experience, developing many practical skills.

An arts background is expected, preferably at degree level or HND level at minimum along with good proven previous printmaking experience as essential

Hours

Your hours are 2 days per week, (14 Hours) Tuesday-Saturday, including some Saturdays or evenings as required. Some flexibility with hours may be negotiated with both parties, including occasional evening and weekend work. This is a 3 month placement minimum period up to a maximum of 6 months.

This is an unpaid position however in addition to the 2 days working for Edinburgh Printmakers, undertaking duties as described in the job description, you will have access to work in Edinburgh Printmakers studio during normal opening hours to pursue your own art-projects. In exchange for the volunteering time, you may work in the studio for 2 days per week FREE to advance your own printmaking practice and this is seen as an essential part of your training.

(Normal studio hours are Tuesday-Thursday 10am-9pm, Friday & Saturday 10am-6pm)
At the end of the position you also receive 3 months free associate membership.

Email completed form and images to: Jessica Crisp
studio@edinburghprintmakers.co.uk

Development Opportunities

Whilst at Edinburgh Printmakers you will gain knowledge and understanding in the following areas:

Knowledge and Understanding

- Knowledge and understanding of contemporary printmaking practice.
- Knowledge and understanding of providing printmaking technical support.
- Knowledge and understanding of artists working practice in printmaking.
- Knowledge and understanding of public sector arts organisation infrastructure.
- Knowledge and understanding of print-studio co-ordination.

Values and Attitudes

- Current practice in customer care
- Appreciation of contemporary printmaking
- Team work within a small organisation
- Development of practical time management

Skills

- Printmaking techniques, screenprinting, etching, lithography, relief printing and digital imaging.
- IT: Word; Excel; Photoshop; Web and Database software
- Organisational skills
- Studio: A wide range of practical and technical skills
- Installation: preparation of walls; setting lights; installing vinyl; title labels; hanging of works.
- Handling of unframed and framed work.

Training Opportunities

- Edinburgh Printmakers' printmaking courses: the trainee will undertake a course in at least one printmaking area: etching; lithography and screenprinting.
- Edition printing
- Assisting with teaching classes
- Framing prints

Print Studio Assistant -Volunteer.

Typical duties include the following tasks:

Print Studio Maintenance

- Assist studio staff in maintaining the stock of consumable materials for the studio.
- Assist studio staff with placing materials orders, unpacking orders and maintaining materials stock sheets.
- Assist studio staff in maintaining the upkeep of the studio for the use of members,
- Ensure a clean, hygienic studio working environment.
- Assist studio staff in removing studio waste, rags and refuse.
- Assist studio staff in the periodic maintenance of equipment.

Customer Care

- Process sales transactions for paper and materials bought by members.
- Assist technical staff in providing basic technical support to members of Edinburgh Printmakers.
- Assist members with photocopier.
- Undertake training for print studio user customer care.
- Direct specialist enquiries to relevant staff members.

Technical Duties

- Assist technical staff on research and maintenance projects.
- Share in the preparation of education courses.
- Assist technical staff with preparation and printing of editioning projects.
- Assist staff with the curating, storage and packaging of prints.
- Provide gallery support in preparing and hanging exhibition installations.
- Assist with photographing and digitally archiving any EP prints.

4. Other

Other duties as required, falling within the remit of the post or as a substitute for the above.

Application form is available to download from our website and should be returned to:

Jessica Crisp
Studio Manager

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