



ASSOCIATION OF PRINT SCHOLARS

The Association of Print Scholars seeks a highly organized, collegial, and efficient temporary project assistant to help support the development of two workshops for early career curators of prints and drawings scheduled for June 2021 and May 2022.

Under the supervision of the President of the Association of Print Scholars and Workshop Coordinators, the Project Assistant will work remotely, but is expected to maintain frequent and timely communication via email, in addition to participating in occasional teleconference meetings with APS Officers in anticipation of the successful execution of all aspects associated with each workshop.

The Project Assistant will perform a variety of complex administrative/support duties; manage communication with internal and external stakeholders; provide logistical oversight supporting activities and planning related to the workshop; and assist with filing and reporting of data following each workshop.

Please note this is a temporary part-time position lasting 11 months [January 2021 - June 2021 and December 2021 - May 2022], not exceeding 10 hours/week.

ROLES AND RESPONSIBILITIES:

- Provides administrative and logistical support to APS Officers.
- Organizes and implements administrative systems and procedures to support workshop planning, including ensuring adherence to the workflow and project timeline as defined by APS leadership.
- Manages the logistics of the participant application and selection process. Produces a spreadsheet on applicants as a tool for selection and metrics for funder.
- Acts as the first point of contact for external inquiries related to the workshops, consulting with APS leadership, as needed.
- Coordinates cohort logistics (e.g., assembles digital course syllabus & orientation packets, documentation needed for stipend disbursement, arranges travel arrangements, visa applications for international participants, catering, etc.)
- Provides administrative and logistical support and coordination for workshop activities including, but not limited to: marketing and outreach; scheduling preparatory meetings; completing and submitting required invoices/forms; coordinating with internal and external departments to ensure activities are prepared and executed efficiently, completely, professionally and smoothly.
- Serves as remote liaison for APS leadership for assistance with emergent troubleshooting while they are on-site conducting each workshop.

- Liaises with external parties to coordinate logistics, including: guest instructor travel and accommodation arrangements, contracts and documentation needed for payment of honoraria, confirming dates, collecting and archiving relevant forms.
- Gathers and maintains data, surveys, and participant information related to the workshop for grant reports to be prepared by APS leadership.
- May compose, proofread, edit and prepare correspondence, reports and other materials using word processing, spreadsheets and/or databases.
- Performs extremely accurate and timely financial processing and reconciliation for bill payment, invoices and receipts.

ADDITIONAL INFORMATION:

- This position is non-benefitted, with an hourly wage of \$27.

SCHEDULE:

The duration of this position is for two 5.5 month terms from January 2021 - June 2021 and December 2021 - May 2022. Applicants can apply for either session, however, preference will be given to an applicant who can complete both terms. Please be sure to note your availability in your cover letter.

Please note that this position is part-time (10 hours/week), but will require flexibility in terms of schedule, which will not be consistent and may include some weekend hours and/or evening communication. Therefore, as an employee working remotely, the ideal candidate must be reliable when working independently to abide by the hours allotted, as well as provide meticulous reporting of time worked to APS leadership on a bi-weekly basis.

QUALIFICATIONS:

- Minimum of 3 years of related high-level administrative support and large-scale event planning experience.
- Bachelor's degree strongly preferred.
- Exceptional organizational skills and adaptability will be essential to success in this position.
- Ability to multi-task and maintain a positive and helpful attitude.
- Interest in museums, art, or printmaking is helpful, but not required.
- Proficient in relevant software applications (i.e. MS Office, G Suite, Adobe Suite, Quickbooks).
- Excellent written and verbal communication skills.

HOW TO APPLY:

Please apply by sending a resume and cover letter and the contact information of two references via email to workshops@printscholars.org by September 30, 2020.

ABOUT THIS ORGANIZATION:

The Association of Print Scholars (APS) is a non-profit organization that encourages innovative and interdisciplinary methodological approaches to the history of printmaking. By maintaining an active website, sponsoring working groups, and hosting periodic symposia and lectures, APS facilitates dialogue and community among its members and promotes the dissemination of their ideas and scholarship. APS supports research grants and sponsors projects in the digital humanities that advance knowledge of printmaking. Membership is open to anyone whose research focuses on printmaking across all geographic regions and chronological periods.

For more information, please visit our website at www.printscholars.org.