



## Iowa City Press Co-op Program Coordinator

The Iowa City Press Co-op Program Coordinator organizes the basic operations of the ICPC, including its physical studio, membership, and programming. Because of the member-run structure of the ICPC, a large component of this role is the coordination of operational tasks and projects amongst the ICPC membership. In addition to this, the Program Coordinator is responsible for the core administrative tasks associated with this program and serving as a connection between it and the other operations, programs and projects of Public Space One.

Pay for this contract position will be set at \$500/month, with expected time of 25 hours/month. As an additional benefit, the individual will have full membership benefits to the ICPC and PS1 Media Arts Co-op. The PS1 Board of Directors conducts an annual review of this position, and plans to transition it from a contract position to permanent employee status in 2021.

### **DUTIES**

The working style amongst PS1 staff and volunteer organizers is very collaborative, and often includes shifting or flexible duties. However, the core responsibilities of the ICPC Program Coordinator are described below:

#### organizational

- in collaboration with other PS1 staff and the board of directors, work to ensure that the Iowa City Press Co-op operations and programming aligns with PS1's mission and vision
- help ICPC members feel involved and included within the whole PS1 organization
- assist with supplies and facilities during workshop seasons
- work with other PS1 staff and the board of directors to collect, report, and analyze information for the financial activities and any grants or major projects involving ICPC
- work with other PS1 staff and the board of directors to pursue fundraising avenues to support the sustainability of the ICPC

#### communication

- serve as first point of contact for ICPC for general public, press, partner organizations, and ICPC members
- respond to/direct inquiries to the [icpresscoop@publicspaceone.com](mailto:icpresscoop@publicspaceone.com) address and social media accounts

#### calendar

- maintain internal and public calendars in conjunction with other PS1 programs, including open studio hours, shop work days, member meetings, and programming schedule

#### membership coordination

- conduct new member orientation and paperwork
- keep member roster/google group up to date
- track member dues
- coordinate working member/volunteer system to ensure that ICPC operational tasks are completed
- coordinate member meetings

## studio

- manage inventory of basic studio supplies; purchase and replenish as needed
- coordinate regular equipment maintenance
- work towards the continued development and maintenance of a smoothly-functioning, organized studio that offers excellent and accessible facilities for printmaking and book arts for individuals with a wide range of backgrounds and experiences
- make recommendations for studio improvements based on member/participant needs

## **DESIRED QUALIFICATIONS**

- strong organization, communication, and collaboration skills
- basic knowledge of equipment and techniques offered in the ICPC studio
  - screenprinting, relief, intaglio, letterpress, and book arts
- experience with volunteer/team management
- experience working with individuals with diverse backgrounds, abilities, and experiences
- flexibility
- passion and self-motivation

## **TO APPLY**

Send a resume, cover letter, and contact information for two references to:

[personnel@publicspaceone.com](mailto:personnel@publicspaceone.com)

## **DEADLINE**

**Tuesday, September 15th**

Applications will be reviewed by the personnel committee of the Public Space One Board of Directors.

## **NONDISCRIMINATION STATEMENT**

Public Space One does not discriminate in employment or any of its programs against any individual because of their race, color, religion, sex, national origin, disability, age, marital status, gender identity, or sexual orientation

## **ABOUT PS1 & ICPC**

[PUBLIC SPACE ONE](#) (PS1) is an artist-led, community-driven, contemporary art center founded in 2002. We aim to:

- provide an independent, innovative, diverse, and inclusive space for making and presenting art
- produce unique programs that stretch boundaries and present diverse perspectives
- provide resources for artists and cultural educational opportunities, and
- advocate for the importance of art in everyday life for any and everyone.

Founded in 2012, the [IC Press Co-op](#) is PS1's community-access educational print and book arts studio, offering studio access and education in intaglio, relief, silkscreen, letterpress, and book arts. ICPC is run collectively by its members, and works to foster and develop a local community of book and print artists and enthusiasts by providing affordable access to shared equipment and creating educational and professional opportunities, projects, and collaborations.