



Kalamazoo Book Arts Center
326 W. Kalamazoo Ave., Suite 103A
Kalamazoo, MI 49007
269-373-4938
www.kalbookarts.org / info@kalbookarts.org

Internship Application

The Kalamazoo Book Arts Center accepts applications for internship positions throughout the year. Interns work under the supervision of the Director and staff to perform tasks related to the operation of the KBAC including:

- Hand papermaking, letterpress printing, bookbinding, and fine printmaking
- Production of limited-edition books, special commissions, *Poets in Print* broadsides, and products for the KBAC store
- Preparation of classroom materials and assistance with teaching workshops
- Gallery exhibition installation and lighting
- Publicity production, postcard and poster design, and distribution
- Administrative assignments, grant writing assistance, visitor and phone reception
- Studio maintenance, repair, cleaning, improvement, and building projects
- Special events coordination and hosting

The internship position requires 6 regularly scheduled contact hours at the KBAC per week (two 3-hour work sessions) plus attendance at some public events (poetry readings, art openings). The duration of an internship position can vary but should range from three to six months. Interns are given keys and have 24-hour studio access but must organize personal work around scheduled activities. To be considered for a position please send an email with the following items to info@kalbookarts.org:

- Cover letter addressing your interest in the study of Book Arts
- Current resume, including address, phone, and email
- 3-5 digital images of your recent work (can be in any medium)
- Beginning/ending dates desired for internship
- Weekday availability (choose two 3-hour shifts during these days/times: Mon., Wed., Fri., 9 a.m.–5 p.m., or Tues., 9 a.m.–3:00 p.m.)

Application deadlines

Winter Semester: November 15

Summer & Fall Semesters: April 15