



Springboard Fellowship

The Springboard Fellowship is designed to support emerging arts and culture professionals in Western New York to develop their skills through paid mentorship opportunities with partner organizations.

Partnering Organization: **Western New York Book Arts**

Address:

468 Washington Street
Buffalo, NY 14203

Mission:

Book Arts promotes a greater understanding of printing making and book-related arts through education, creation, and exhibition for a broad and diverse community. We support the professional development of artists and provide equitable access to arts education for youths and community members. Featuring an extensive print studio, two exhibition spaces, artist-in-residency opportunities, youth and adult education programs, an artisan market and more, Book Arts serves approximately 10,000 individuals yearly.

Website: <https://wnybookarts.org/>

Fellowship Position: Event Coordination and other areas as desired

Position Overview:

Western New York Book Arts exists to serve the community through its educational programs, studio workshops, exhibitions, and a retail space.

Depending on the interests of the fellow, their skills, and what they would like to learn, they would work with Michael Bosworth, Executive Director, on exhibitions and event planning, Rosemary Williams, Education Director, on education, workshops and the studio, or Alyssa Fiumara, Program Manager, within the shop and the online store.

The Book Arts building on Washington street is wheelchair accessible as is the elevator to the studio and bathroom.

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In addition to the work common among arts organizations such as planning and coordinating fundraisers and events, fellowship opportunities could involve:

Education and Studio

- Learning various printmaking techniques such as letterpress and screen printing and contributing to the creation of hand-printed pieces for Book Arts programs and retail.
- Assist in the upkeep of Book Arts studio facility and facilitation and working with resident artists, interns and volunteers.
- Managing website marketing and communication for classes, preparing workshop supplies, and potentially helping teaching artists based on the fellow's skills and interests.
- Contributing to the Book Arts outreach education program, Printing Partners, by assisting in program coordination, preparation, and potentially supporting lead teaching artists in classroom settings.

Gallery

- Collaborate with the Executive Director and Director of Communications to develop marketing materials for the gallery, including web landing pages, press releases, email campaigns, printed promotional materials, and social media content.
- Assist the Executive Director in curating and planning exhibitions.
- Work alongside artists and staff in the installation and deinstallation of exhibitions.

Shop

- Aid in fulfilling online orders by preparing merchandise and packaging for shipment.
- Conduct data entry tasks using retail POS software (Square) to manage and organize stock inventory.
- Process POS transactions, including handling cash, check, or credit card purchases/returns.
- Welcome and assist customers, guiding them to desired products.

A position could also be tailored to the interests and needs of the Fellow.