

New Leaf Editions – Office Coordinator/Budding Print Technician

New Leaf Editions is a small collaborative print studio. We enjoy working with artists to create printed images using all forms of print media and with designers, to create projects with etched metal. It's a pretty small studio on Granville Island but we have a large and eclectic array of artists & designers that work with us.

We are looking for someone 4 days @ week who wants to deepen their printmaking skills and enjoys office coordination – a combination of skill sets every artist needs to hone at some point.

Two days a week the primary focus of job will be to reorganize the electronic files – they are not a mess just need a little care taking. After a solid system is in place, you would be responsible for maintaining it along with creating invoices & estimates. In addition, one of the ongoing administrative responsibilities will be implementing a social media editorial calendar (training will be provided).

The other two days a week is all about printmaking. As a master printer I welcome the opportunity to help you expand your printmaking skills – whether around etching, relief printing, screen-printing, or any of the other print media we use here.

So if you

- are good under pressure (maybe even thrive a bit)
- work well with artists - no matter how frustrated they get
- have a strong desire to learn more about printmaking but are currently grounded in the basics
- enjoy a good sense humor in others and are willing to share yours
- have a solid working knowledge of Adobe Photoshop and Illustrator
- love to organize space & files ('like' would be ok too)
- are experienced in Word & Excel
- are not afraid of budgets, invoices or estimates
- have some photography experience around documentation
- and are comfortable with posting on all social media channels

then this may be the job for you!

So if you want to:

work in a Granville Island studio 4 days/week 9:30-6pm for \$15 - \$18/hr. (depending on your skill level), help to keep the studio running efficiently, learn new printmaking skills, while enjoying the opportunity to meet & work with all kinds of artists that will test your print making skill and knowledge **then**

send your cover letter and resume to info@newleafeditions.com by October 23rd.