

Publications Internship (paid) with the Society of North American Goldsmiths (SNAG)

The Society of North American Goldsmiths (SNAG) is a non-profit organization dedicated to the advancement of the professional practice of artists, designers, jewelers and metalsmiths. SNAG fosters a vibrant and passionate community through education, innovation, leadership in the field, and the publication of the award-winning *Metalsmith* magazine.

SNAG is accepting applications for a paid Publications Intern to assist the Editor-in-Chief of *Metalsmith* and *Metalsmith Tech* magazines.

For 40 years, *Metalsmith* magazine has given readers a front row seat to the world of studio art and design in contemporary jewelry and metalsmithing. It's smart, beautiful and provocative, and guaranteed to inspire and invigorate. Coverage spans contemporary makers, artists in their studios, edgy work, production jewelry, fashion, hollowware, furniture, collections, and much more.

Metalsmith Tech, a companion publication to *Metalsmith*, focuses on techniques, processes, educational philosophies and ideas, professional development topics, and new technology in the field of jewelry and metalsmithing.

Position Overview:

SNAG is seeking a hard working and detail-oriented individual to fulfill the role of Publications Intern. The ideal candidate will have strong written communication skills and an interest in the field of jewelry and metalsmithing. This is a remote work/telecommuting position with a flexible schedule. The Publications Intern reports directly to the Editor-in-Chief, and must be available to meet on a weekly basis between 9am-5pm Eastern.

Responsibilities:

- Content development and research
- Communication with artists, authors, gallerists, and other staff members
- Administrative support to Editor for various aspects of the publication process
- Assisting with transcribing, fact-checking, copy editing and proofreading
- Assist with social-media content for *Metalsmith* and *Metalsmith Tech*

Position Requirements:

- 10-12 hours per week, for 6 months
- Available to start by 10/1 with a commitment of 6 months.
- Excellent English writing, editing and grammar skills
- Knowledge of jewelry, metalsmithing, craft, art and design
- Attention to detail
- Able to work independently with confidence and maturity
- Must have access to a computer and reliable internet access

Perks:

- 1 year membership to SNAG

- Conference registration waiver for SNAG's 2021 conference
- Remote work/flexible schedule
- Valuable in-depth and hands-on experience behind the scenes in magazine publications
- Opportunity publishing an article in *Metalsmith* or *Metalsmith Tech*
- Letter of recommendation upon completion

Compensation:

- \$15.00 an hour for 10-12 hours a week for a 6 month commitment

Schedule: Flexible

Application Requirements:

To apply please send the following to editor@snagmetalsmith.org with the subject line "Publications Internship" before midnight (12:00 am PST) on September 15, 2020.

- A one (1) page letter stating your interest and qualifications and a resume or CV with one (1) professional reference. Please send these as a single pdf.
- Two (2) writing samples of 500 words or less. Excerpts from longer texts, such as essays or research papers, are acceptable. Please send as a single pdf.