

### Department Overview

This department manages the business of magazine publishing, marketing, and advertising. The circulation department is a great small team.

### What You Can Expect to Learn

- How to manage customer service
- Standard processes of magazine circulation
- How to work with a fulfillment house
- How to do specific research and develop marketing projects to promote the magazine and its diversity
- How advertising works within the magazine industry

### Departmental Duties

- Assist with *Aperture* magazine customer service requests
- Input fulfillment house reports/data to spreadsheets and charts
- Assist with brainstorming, researching, and outreach for various promotional projects
- Research and pursue advertising opportunities
- Occasional mailings

### General Work Scholar Responsibilities

- Further develop knowledge of photography as well as Aperture's mission, publications, exhibitions, and programs
- Participate in workshops and training sessions
- Assist with front of house engagement and lead informational tours
- Complete pre-, mid-, and post-term evaluations
- Assist with mailings
- Setup and breakdown for on- and off-site events
- Assist at the Aperture Foundation Benefit (Fall term) and Spring Party (Spring term)
- Participate in jurying the Aperture Portfolio Prize (Fall term)
- Work occasional Saturdays, extended hours, and events (paid hours)
- Kitchen duty (fridge and dishes)

### Requirements

Requirements include proficiency in Microsoft Office, strong phone and people skills, an ability to multitask and take initiative, and an interest in the business side of publishing.