Aperture Work Scholar Program Position Description
Magazine & Circulation

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.