



University of
Pittsburgh®

Kenneth P. Dietrich School
of Arts and Sciences
College of General Studies

ExL@Pitt

Incubator Productions Internship: Unpaid

Tracks:

- Editorial + Publishing
- Mobile Cartoon Museum
- Business Administrative
- Web Management + Digital Marketing

Location: Remote/Flexible (with opportunities for in-person event support if based in Pittsburgh)

Duration: Open

Expected Hours: 10 hours/week

Total Hours: 120

Application Deadline: Rolling. Apply early for preferred term placement.

About the Role

Publishing is more than just printing a book—it's about building community around creators and their stories. At Incubator Productions, we're a cartoonist consultancy and small press dedicated to turning original ideas into tangible, community-centered projects.

As an Intern, you'll contribute to the launch of upcoming publications, develop our educational workshop program, and help shape efforts for our **Mobile Cartoon Museum**—a pop-up experience blending education, original art, and immersive comics culture.

Internship Structure & Tracks

All interns will gain experience in the core areas below, with the opportunity to specialize in one of four tracks that align with their interests or career goals.

Core Responsibilities (All Tracks)

1. Public Communications

- Support community outreach for Incubator Productions via email campaigns and social media.
- Book and coordinate events using online platforms and community calendars.

2. Strategic Planning

- Research potential partnership opportunities.
- Assist with outreach campaigns and documentation alongside other interns and directors.

3. Visual Design + Document Preparation

- Create digital collateral using Figma and Mailchimp.
- Contribute to animated promos and other illustrated graphic designs.

4. Event Assistance

- Support set-up, breakdown, and facilitation of educational workshops, bookstore signings, and Mobile Cartoon Museum pop-ups.

Available Tracks

*Note that interns will be expected to contribute across various tracks according to Incubator's pressing needs.

1. Mobile Cartoon Museum Track

For those interested in curatorial practice, education, or event production.

- Assist in planning museum appearances and layout.
- Help refine educational tools, signage, and portable displays.
- Document community engagement and gather user feedback during museum activations.

2. Business Administrative Track

For aspiring project managers or nonprofit/arts administrators.

- Track partnership leads and produce follow-up communications.
- Create internal planning docs and calendars.
- Support budget, inventory, and fulfillment tracking for company projects.

3. Web Management Track

For those interested in digital publishing and web communications.

- Update Incubator's website and landing pages for current projects.
- Manage and archive visual content for blog posts, galleries, and press kits.
- Assist with metrics reporting on email, social, and site engagement.

4. Editorial/Publishing Track

For those passionate about storytelling, editing, and content creation.

- Assist in proofreading, copyediting, and preparing files for print and digital publication.
- Help manage storyboards, page layouts, and script revisions.
- Participate in developmental editing sessions with creators and editors.
- Support press kit creation and backmatter development for upcoming publications.

Who Should Apply

We're seeking curious, creative, and collaborative individuals interested in publishing, comics, arts education, or entrepreneurship. Ideal candidates are self-motivated, communicative, and eager to work across disciplines.

Preferred Skills:

- Strong writing or visual communication abilities
- Comfort with Google Suite, Canva, Mailchimp, or Figma (we'll train as needed)
- Passion for comics, illustration, or storytelling

- Interest in working with diverse creators and audiences
-

What You'll Gain

- A holistic understanding of independent publishing from concept to launch
 - Hands-on experience with event production, educational outreach, and partner engagement
 - Mentorship and feedback from professional cartoonists and educators
 - Real-world design and content for your portfolio
 - Letter of recommendation and reference upon successful completion
-

How to Apply

Send a brief cover letter and resume to [\[isaac@incubatorproductions.com\]](mailto:isaac@incubatorproductions.com) with the subject line: **Incubator Productions Internship – [Your Name]**. In your message, let us know which track you're most interested in and why.

* A creative portfolio is not necessary to apply. But if you have one to share, please include it too!