

ArtWorks

**SUMMER PROGRAM
TEACHING STAFF APPLICATION**

2008

**ALL APPLICATIONS ARE DUE
BY FRIDAY, MARCH 28, 2008**

*For additional information on the Summer Program,
visit the ArtWorks website **www.ArtWorksCincinnati.org**,
or call the ArtWorks office at **513.333.0388**,
Monday through Friday between 9 a.m. and 5 p.m.*

JOB DESCRIPTIONS

Teaching positions will be available in a variety of artistic disciplines. For the 2008 Summer Program, most positions offered will be in the visual arts and specifically in painting. ArtWorks may offer projects in the following disciplines: film, scriptwriting and editing; graphic design/product design; silk-screening; mural painting; creative writing; multi-media installation; and mixed media.

Each project varies in size and will have a Project Manager and may have multiple Teaching Artists and/or Junior Teachers. Teaching Staff work an average of 30 hours a week. Below are general descriptions of expectations and responsibilities for each position.

PROJECT MANAGER

A Project Manager takes responsibility for the success of the project's structure, process, budget, and outcomes. This position is supported by the administrative staff and additional teaching staff. The Project Manager reports to ArtWorks Administrative Staff.

Qualifications

BFA; graduate degree or commensurate experience in the arts and education

Responsibilities

- Ensure excellent results both in project outcome quality and Apprentice experience
- Manage the teaching staff and all Apprentice Artists
- Develop and implement daily curriculum
- Enforce ArtWorks policies and discipline Apprentices as necessary
- Keep Administrative Staff informed daily regarding attendance, behavior issues, or any project needs
- Demonstrate technical skills and work with Apprentices one on one and in large groups
- Procure supplies and maintain supplies and facilities
- Manage project budget; Ensure all expenses stay within approved budget
- Delegate responsibilities to Teaching Artists and Junior Teachers
- Attend all staff meetings; Communicate important information from administrative staff to project participants

Stipend: \$4,000 - 4,500

TEACHING ARTIST

A Teaching Artist works in a close supportive role to the Project Manager and helps guide the group towards completion of the project. A Teaching Artist may offer expertise and/or skill in a specific area of the project.

Qualifications

BFA; some graduate work and teaching experience preferred

Responsibilities

- Share technical and professional skills with Apprentices
- Lead small groups of Apprentices in execution of project
- Enforce ArtWorks policies
- Document Apprentice attendance and disciplinary issues
- Perform other duties as directed by Project Manager

Stipend: \$2,700

JUNIOR TEACHER

A Junior Teacher offers artistic skills and leadership to the project but typically has less experience than other members of the teaching team.

Qualifications

Significant experience/technical skills in the arts; usually several years of undergraduate work

Responsibilities

- Assist in all aspects of project execution
- Share skills with Apprentices
- Fulfill administrative and organizational duties as directed by Project Manager

Stipend: \$2,000



APPLICATION CHECKLIST AND PROGRAM INFORMATION

STEP 1

- Prepare resume and work samples.**

Visual Applicants

Send a typed resume and a minimum of five artwork samples. Work samples can be e-mailed to Colleen@artworkscincinnati.org and will be accepted in PDF format. You can also send slides or photos of your work to the address below. Please enclose a self-addressed stamped envelope if you would like your slides returned to you.

Literary Applicants

Send a typed resume and a minimum of 3 literary samples not to exceed 15 pages each. Work Samples will be accepted via e-mail or through mail. Please enclose a self-addressed stamped envelope if you would like your work returned to you.

Vocal Applicants

Send a typed resume and a CD or DVD of a vocal performance to serve as your audition. Please enclose a self-addressed stamped envelope if you would like your CD/DVD returned to you.

STEP 2

- Complete the enclosed application form (pages 4 - 6).**

STEP 3

- Provide two letters of recommendation or list three references** with complete contact information (including name, phone number, and e-mail address). Select individuals that know your work performance well.

STEP 4

- Mail or e-mail your complete application to the ArtWorks Offices no later than March 28, 2008.**

Applications should be sent to the attention of: Colleen Stanton,
Director of Program, ArtWorks
811 Race Street
Cincinnati, Ohio 45202
Colleen@artworkscincinnati.org

PROGRAM INFORMATION

- The Summer Program is six weeks*: June 16 – July 25, 2008.
*Eight weeks for Project Managers: one week of preparation, and one week of project wrap-up.
- Work hours for Teaching Staff are an average of 30 hours/week: 8:30 a.m. – 2:30 p.m., Monday – Friday.
- Friday, July 4th is a holiday.
- Project Managers are required to attend an orientation on Thursday, May 21 from 5:30 – 7 p.m.
- All staff are required to attend a pre-program orientation on Tuesday, May 28 from 5 – 8 p.m.
- Applicants are highly encouraged to volunteer for one of the Apprentice Interview sessions: April 12 or April 13, 2008.
- Studios are located in sites scattered throughout the Greater Cincinnati area. Parking may or may not be provided; every attempt is made to keep studios near bus lines.
- Project Managers will need to provide own transportation to transport supplies to studio site.

INTERVIEW AND HIRING INFORMATION

- Interviews will be held in April 2008 at the ArtWorks Administrative Offices.
- Only candidates who have successfully completed the application and whose skills match this year's projects will be interviewed.
- Applicants will be notified of acceptance by the end of May.

For additional information, e-mail Colleen Stanton at Colleen@artworkscincinnati.org or call 513.333.0388 ext.13, Monday through Friday between 9 a.m. and 5 p.m.

APPLICATION FORM

I am applying for *(please circle one or two)*:

Project Manager

Teaching Artist

Junior Teacher

PERSONAL INFORMATION *(Please print clearly)*

NAME _____
First Middle Last

Please list your current address

ADDRESS _____ APARTMENT # _____

CITY _____ STATE _____ ZIP CODE _____

Please list your summer address *(If different than above)*:

ADDRESS _____ APARTMENT # _____

CITY _____ STATE _____ ZIP CODE _____

NEIGHBORHOOD _____ COUNTY _____

PHONE () - _____

E-MAIL ADDRESS _____

BIRTH DATE / / TODAY'S DATE / /

ETHNIC ORIGIN _____

GENDER *(please circle one)*: Male Female

Have you applied for ArtWorks in the past? *(please circle one)*: Yes No If so, what years did you apply? _____

Have you worked at ArtWorks in the past? *(please circle one)*: Yes No If so, what years did you work? _____

Please list any disabilities, special needs, or physical limitations you have: _____

APPLICATION QUESTIONS

Are you able to commit to working Monday – Friday from 8:30 a.m. – 2:30 p.m. from June 16 – July 25 (Project Managers: June 9 – August 1)? Please list any other work commitments you have this summer.

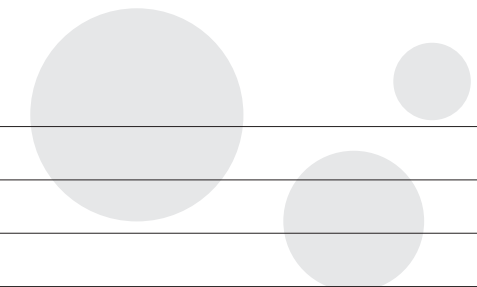
Do you have a vehicle? Are you willing to transport materials / supplies?

How did you find out about ArtWorks?

What teaching experience do you have? What populations and age groups have you worked with?

Describe a collaboration you have been a part of.

Describe a leadership role you've had.



Please list your career highlights.

What is your main art discipline?

Please provide a detailed list of the techniques within your discipline where you are proficient and are confident teaching: (i.e., if you are a graphic designer, list the computer programs you use.)

What is the largest artistic project you've been involved in? (Please specify number of participants as well as the scale/dimensions of the project.)

Do you have any safety certifications that may be helpful during the Summer Program?
