



# ArtWorks

**SUMMER PROGRAM  
TEACHING STAFF APPLICATION**

2010  
VISUAL ARTS



**Applications due by Monday, March 29**

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

ArtWorks is an equal opportunity employer.

## JOB DESCRIPTIONS

Teaching positions will be available in visual arts disciplines. Project descriptions will be posted on the ArtWorks website in early April.

Each project will have a Project Manager and a support staff made up of Teaching Artists and/or Junior Teachers. Teaching Staff work an average of 30 hours a week. Below are general descriptions of each position. For detailed job descriptions and a full list of responsibilities visit the ArtWorks website, [www.ArtWorksCincinnati.org](http://www.ArtWorksCincinnati.org).

### PROJECT MANAGER

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

#### Qualifications

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

**Stipend: \$4,000 - 4,500**

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### 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 offers expertise and/or skill in a specific area of the project.

#### Qualifications

BFA; some graduate work and teaching experience preferred

**Stipend: \$2,700**

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### 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; some undergraduate work preferred.  
Must be 20 years of age or older.

**Stipend: \$2,000**



# APPLICATION CHECKLIST AND PROGRAM INFORMATION

## STEP 1

- **Prepare a typed resume.**
- **Prepare at least 5 work samples.**
  - Please do not send original works of art.
  - Digital work samples must be:
    - jpg or pdf format
    - print resolution (at least 150 dpi and)
    - total no more than 5MB per email
    - if you need to send multiple emails, please clearly indicate in the subject line (ex. Teaching Staff Application 1/2)
  - You may send photos or work samples on a disc.
  - If you are mailing slides or photos of your work that you would like returned, please enclose a self-addressed stamped envelope.

## STEP 2

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

## STEP 3

- **Provide two letters of recommendation or list three references.**
  - Include 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 29, 2010.**

Applications should be sent to the attention of: Staff Application  
ArtWorks  
20 E. Central Parkway  
Cincinnati, Ohio 45202

or email to:

[Apply@ArtWorksCincinnati.org](mailto:Apply@ArtWorksCincinnati.org)

## PROGRAM INFORMATION

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- The Summer Program is six weeks\*: June 14 - July 23, 2010.  
\*A few projects may have extended timelines. Details will be posted with project descriptions in April 2010.
- Monday, July 5th is a holiday.
- Project Managers will be required to work additional hours for preparation and wrap-up, starting approximately 1 week earlier and finishing 1 week later than program dates.
- Work hours for Teaching Staff are an average of 30 hours/week: 8:30 a.m. - 2:30 p.m., Monday - Friday.
- Project Managers are required to attend an orientation on Wednesday, June 2 from 5:30 - 7 p.m.
- All staff are required to attend a pre-program orientation on Monday, June 7 from 5 - 8 p.m.
- Applicants are highly encouraged to volunteer for one of the Apprentice Interview sessions: Saturday, April 24 or Sunday, April 25, 2010 at the Contemporary Arts Center.
- Projects are located in sites scattered throughout the Greater Cincinnati area. Parking may not be provided; every attempt is made to keep studios near bus lines.
- Project Managers will need to provide transportation to transport supplies to studio site.

## INTERVIEW AND HIRING INFORMATION

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- Interviews will be held in April 2010 at the ArtWorks Office.
- 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 [Apply@ArtWorksCincinnati.org](mailto:Apply@ArtWorksCincinnati.org)  
or call 513.333.0388, Monday through Friday between 9 a.m. and 5 p.m.

# APPLICATION FORM

I am applying for (please circle all that apply):

Project Manager

Teaching Artist

Junior Teacher

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## PERSONAL INFORMATION (Please print clearly)

NAME \_\_\_\_\_  
First Middle Initial Last

**Please list your current address** (where you can be reached through the month of May):

ADDRESS \_\_\_\_\_ APARTMENT # \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

**Please list your summer address** (where you can be reached from June 14 - July 23):

ADDRESS \_\_\_\_\_ APARTMENT # \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

NEIGHBORHOOD \_\_\_\_\_ COUNTY \_\_\_\_\_

PHONE ( ) \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

### Demographics

Because ArtWorks receives funding from a variety of sources, including local, state and federal governments, we must report the demographics of individuals served. This information is for reporting purposes only and does not impact hiring decisions. Your information will be kept confidential.

BIRTH DATE / / \_\_\_\_\_

ETHNIC ORIGIN \_\_\_\_\_

GENDER (please circle one):      Male      Female

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

Write the number of family in your household here: \_\_\_\_\_

Circle your family's approximate income range:

0 - 25,000      26,000 - 35,000      36,000 - 45,000      46,000 - 60,000      60,000 +

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? \_\_\_\_\_

**APPLICATION QUESTIONS** (You may write or type your response here)

**Are you able to commit to working Monday – Friday from 8:30 a.m. – 2:30 p.m. from June 14 – July 23?  
Please list any other work commitments you have this summer.**

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**How did you find out about ArtWorks?**

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

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**Describe a collaboration you have been a part of.**

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**Describe a leadership role you've had.**

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**Please list your career highlights.**

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**What is your main art discipline?**

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**Please provide a detailed list of the techniques within your discipline where you are proficient and are confident teaching. Be as specific as possible i.e., if you are a graphic designer, list the computer programs you use.**

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

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

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