



SUMMER PROGRAM TEACHING STAFF APPLICATION

2011
VISUAL ARTS

Summer project schedules will vary in length and range from four to nine weeks. Work weeks are Monday - Friday 8:30 a.m. - 2:30 p.m.

ArtWorks has 30 - 40 positions available for the 2011 Summer Program. Available positions are primarily for painters. Other mediums include: mixed-media/collage, glass and large-scale installation. Only artists with work in relevant mediums need apply.

About ArtWorks

ArtWorks hires emerging and professional artists and art educators to mentor and manage teams of 14-21 year-old Apprentice Artists to produce high-quality works of art. Teams are assembled based on the scale of the project with the ratio of Teaching Staff to Apprentice Artists as 1:4. Working closely with professional artists and art educators, Apprentices develop professional and artistic skills. The artistic teams collaborate with partner communities and organizations to create impactful works of art with lasting value for the region.

Applications due by Friday, April 1

Send to the attention of:
Staff Application
ArtWorks
20 E. Central Pkwy
Cincinnati, OH 45202

or e-mail to

Apply@ArtWorksCincinnati.org

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

ArtWorks is an equal opportunity employer.

JOB DESCRIPTIONS

Teaching Positions are available in visual arts, primarily painting. Project descriptions will be posted on the ArtWorks Website by early April.

Each project will have a Project Manager and a support staff of Teaching Artists. Each member of the teaching team is required to lead by example and model professionalism to the teen/student Apprentices through conduct, attitude, attendance and punctuality and to perform all assigned tasks with integrity and a positive work ethic. Below are general job descriptions of each position. For detailed job descriptions and a full list of responsibilities visit ArtWorksCincinnati.org/get_involved/teachingstaff_info.shtml.

PROJECT MANAGER

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

Time Commitment: Pre-Program: planning and design meetings with ArtWorks Program Staff and partner community/organization, orientations, planning meeting with teaching staff, First Aid training, Project Manager workshop, preparing weekly schedule and material and supply budget for project. During Program: approximately 30 hours/week, daily planning, procuring materials and supplies, regular meetings after Apprentice workday: with Teaching Staff and with ArtWorks Program Staff. Project Managers are required to work as long as necessary to bring the project to successful completion with a high-quality result.

Qualifications:

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

Stipend: Based on length of project and experience: \$2,500 – 6,000

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. Teaching Artists often take on management of small groups and sometimes large group management.

Time Commitment: Pre-Program: orientation and planning meeting with teaching team. During Program: approximately 30 hours/week, including weekly team meetings and adequate time for preparation and clean-up.

Qualifications: BFA preferred; some graduate work and teaching experience also preferred. Previous leadership experience is a must.

Stipend: Based on length of project and experience: \$1,350 – 4,050

PROGRAM INFORMATION & APPLICATION CHECKLIST

PROGRAM INFORMATION

- Please be sure you read and understand the full job descriptions for each position. These can be read online at ArtWorksCincinnati.org/get_involved/teachingstaff_info.shtml.
- Project schedules will vary in length and range from four to nine weeks (June 13 – August 12, 2011). Schedules will be outlined in Project Descriptions available on the ArtWorks Website by early April. If hired, your particular schedule will be clearly defined in your hire letter and contract.
- Work hours average 30 hours/week: **Monday – Friday, 8:30 a.m. – 2:30 p.m.**, including weekly team meetings and adequate time for preparation and clean-up.
- Monday, July 4th is a holiday.
- Projects are located in sites throughout the Greater Cincinnati area. Parking may not be provided. Every attempt is made to keep studios near bus lines.
- Artists are hired as contract workers and will be paid stipends in two installments.

PRE-PROGRAM DATES

- All applicants are encouraged to volunteer for one of the Apprentice Interview dates: Saturday, April 16 or Sunday, April 17 at the Contemporary Arts Center.
- Teaching Staff interviews will take place in April 2011.
- Teaching Staff applicants will be notified of acceptance by the end of May.
- Project Managers are required to attend a **PM orientation on Wednesday, June 1, 5:30 - 6:30 p.m.** and additional planning meetings.
- All Teaching Staff (Project Managers and Teaching Artists) are required to attend a **pre-program orientation on Monday, June 6, 5-7 p.m.** and have at least one team planning meeting prior to the start of the Summer Program.

APPLICATION CHECKLIST

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)
 - 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 of 2)
- You may send photos or work samples on a disc.
- You may send a link to work samples on your website

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 (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 April 1, 2011.

Send to the attention of: Staff Application
ArtWorks
20 E. Central Parkway
Cincinnati, Ohio 45202

or email to:
Apply@ArtWorksCincinnati.org

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

Are you able to commit to working Monday – Friday, 8:30 a.m. – 2:30 p.m. from June 13 – July 22, 2011? Would you be available to work longer if asked? Please list your availability this summer and any other time commitments you have.

How did you find out about ArtWorks?

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. Be as specific as possible. For example, 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, the scale/dimensions of the project, as well as your role.)

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

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