

ArtWorks

Apprentice Manual

Summer 2010

ArtWorks Program Structure

ARTWORKS STAFF

The ArtWorks Staff is responsible for ensuring the successful operation of the ArtWorks Program. The Staff works year round to plan and implement projects. They are responsible for hiring ArtWorks Summer staff, discipline, and when necessary, terminating the employment of ArtWorks Summer staff.

ArtWorks Staff

Director, Tamara Harkavy

Director of Programs, Colleen Houston

ArtWorks Program & Recruitment Manager, Allyson Knue

Program Coordinator, Michael Stout

Apprentice Coordinator, Lynda Camp

Director of Development, Beth Fiore

Development Associate, Sarah Meisch

Communications and Development Coordinator, Alex Eichler

Assistant to the Director, Shannon Ross

Bookkeeper, Danine Gier

TEACHING STAFF

There are three levels of Teaching Staff that may be represented in your project.

Project Manager

The Project Manager will supervise your project and is a professional artist with many years of experience in the particular area of art that you will be working in. 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.

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. Teaching Artists are also artists with significant skills in the arts and/or arts education.

Junior Teacher

The Junior Teacher assists the Project Manager and Teaching Artists with responsibilities and share skills with Apprentices.

APPRENTICES

There are three levels of Apprentices. Project Managers select Senior Apprentices and Project Spokespersons after the first week of the program and assign them extra responsibilities.

Apprentice Artist

Apprentices are a diverse group of Greater Cincinnati's most talented teens aged 14 to 19. Apprentice Artists are hired based on the success of their interview session, portfolio, as well as their recommendations. This year 75 apprentices were hired out of almost 400 applicants.

Senior Apprentice Artist

Each project has one Senior Apprentice. Senior Apprentices are selected after the first week of the Summer Program. They must be over the age of 16. Senior Apprentices often demonstrate leadership among their peers and are given additional responsibilities within the project. These responsibilities may include: keeping track of supplies and materials, maintaining equipment, keeping the workspace clean, helping coordinate group activities, and other duties as assigned by the Teaching Staff or ArtWorks Program Staff. Senior Apprentices also receive a higher rate of pay (\$7.80) and are allowed to work 1 additional hour per work day.

Project Spokesperson

Project spokespersons are selected to represent their project. They receive a special training and it is their important job to greet visitors and lead tours of their project site.

Things You Should Know

What is ArtWorks?

ArtWorks is a non-profit arts organization that connects artists of all ages with opportunities in the arts through inspiring apprenticeships, community partnerships, and public art in Greater Cincinnati. Since it began in 1996, ArtWorks has employed more than 2000 teens and 400 professional artists. ArtWorks has produced public art projects such as the Big Pig Gig, Bats Incredible, Scoop City Ice Cream Truck, The Outdoor Museum, as well as numerous community projects. ArtWorks newest initiative, MuralWorks began in 2007 in partnership with the City of Cincinnati. Since 2007, 27 murals have been painted in 21 neighborhoods throughout the City and Northern Kentucky. ArtWorks is committed to creating high quality works of art that will have lasting value for the community, youth and the Greater Cincinnati area. In addition to the annual Summer Program, ArtWorks offers a number of projects for teen and professional artists throughout the year. Teens can also get involved in our Spring and Fall after-school projects. You can learn more on the ArtWorks Website: www.ArtWorksCincinnati.org.

ArtWorks' Mission and Goals

- To be the leader in employing student, emerging and professional artists in the region
- To provide job-training, employment and professional development in the arts for teens
- To promote diversity
- To partner with cultural organizations, neighborhoods and area businesses to create innovative projects
- To create high quality works of public art for the City's residents and visitors

Project Description

The Teaching Staff in your project will provide you with a complete description of the project and your duties. If you have any questions concerning your project, please make sure to ask your Teaching Staff.

Supervision

Apprentice Artists are permitted to move around the site according to rules explained by the Project Manager. You may not leave the site at any time without the permission and company of a Teaching Staff member. If you are 18 or older you may leave your project site with permission from your Teaching Staff during your lunch break.

Evaluations

Your performance will be evaluated at the end of the program. Your future employers often contact ArtWorks for a work reference and these evaluations are reviewed at that time, and they are also reviewed if you reapply to the ArtWorks Program.

You will have an opportunity to evaluate the ArtWorks Program, your project, and your Teaching Staff. Evaluation questionnaires will be distributed during the final week of ArtWorks. Your feedback is welcomed and suggestions on program improvements are encouraged.

You will not receive your last paycheck until you have submitted your completed evaluation.

Your Responsibilities

Come to Work Every Day and Be On Time

- Be ready to work when the day starts at 9 a.m. each morning.
- **If you are going to be absent, notify the Apprentice Coordinator at 513.333.0388 x 10 by 9 a.m. the day of the absence or beforehand so that your absence will be excused.**
- **If you are going to be late to work, call the Apprentice Coordinator at 513.333.0388 x 10 by 9 a.m.. When you call in, your tardy or absence will be excused.**
- Apprentices are allowed no more than three excused absences.
- An absence or tardy that is not called in is unexcused. Apprentices are allowed no more than two unexcused absences.
- All Apprentices will be paid ONLY for documented work hours on your timesheet that are scheduled and approved.
- It is your responsibility to provide transportation to and from work each day. Parking may be limited at each job site.

Dress Appropriately

- You must dress appropriately for your project. Your Project Manager will cover any additional dress code for your project.
- Wear clothes that you don't mind getting stained or dirty.
- If you are working outside, ArtWorks advises that you wear light colored, loose-fitting clothing and hats that provide shade.
- If someone is working above you, you must wear a hard hat.
- ArtWorks does not permit the wearing of t-shirts with profanity or drug/alcohol imagery.
- Wear closed-toed shoes at all times!
- Wear eye protection if you will be exposed to flying particles, paint, gases, or vapors.
- If you are working within 14 feet of cars, you must wear a green reflective vest.

Cooperate With Your Teaching Staff

- Your Teaching Staff have an enormous amount of experience as professional artists. You can gain from their knowledge by being respectful and listening to what they say.
- Be sure that you understand your project, your job duties, and responsibilities.
- Do not hesitate to ask Teaching Staff for help.
- Follow the Teaching Staff's instructions and complete your assigned tasks in a timely manner.
- Keep an open mind during critiques. Constructive criticism is positive and an opportunity to learn.
- If you have a conflict with a member of your Teaching Staff, you can fill out an Incident Report and contact the ArtWorks Program Staff about the conflict directly.

Be Positive and Respect the Rights of Others

- Be open-minded. ArtWorks encourages diversity of ideas and experience.
- Strive to contribute to the goals of ArtWorks.
- Be positive and respectful to your peers and supervisors.
- Any disrespect to others including (but not limited to): physical or verbal abuse, sexual harassment, vandalism, or refusing to listen or cooperate, may result in your removal from the program.

Wear Your Identification Badge

- You will be issued an ArtWorks Identification Badge that must be worn at all times while at work.
- If you lose the original Identification Badge issued to you by the Teaching Staff, it will cost \$2.00 for a replacement, which will be deducted from your final paycheck.

General ArtWorks Rules

- Apprentices are expected to conduct themselves in a professional, mature manner at all times.
- ArtWorks Apprentice Artists must be on-site to begin work at 9 a.m. If you cannot come to work, call the ArtWorks office by 9 a.m., **513.333.0388 x10.**
- As an ArtWorks Apprentice, you may only work approved hours for your project. There is a half hour break that is unpaid each day. There may be opportunities for make-up hours or overtime depending on your project needs.
- Apprentices under 18 may not leave the worksite without permission and the company of a staff member.
- Apprentices 18 and older may leave the worksite with the permission of Teaching Staff during lunch break.
- All Apprentices and Senior Apprentice Artists must take their lunch break at the assigned time. Apprentices should pack their lunches each day.
- Cell phone use and texting is prohibited during work hours. It is allowed before and after work and during lunch break.
- Everyone must cooperate in order to keep the work environment clean. Put all garbage and recyclables into the appropriate receptacles at the end of each workday. Help clean paint brushes and put all materials and supplies away.
- Your Identification Badge must be worn at all times.
- Do not bring valuables to work. ArtWorks is not responsible for lost or stolen items.
- Music selection and volume on the job is at the discretion of the Project Manager.
- Smoking is not allowed on or around any ArtWorks work site at any time.
- No clothing with alcohol or drug-related imagery or profanity may be worn at your work site.
- Each project has specific rules that will be explained to you by the Teaching Staff.
- Failure to comply with ArtWorks rules will result in disciplinary measures.

ArtWorks will not tolerate the following. Your job may be terminated if you:

- Physically or verbally abuse anyone while on the job
- Steal, destroy, or vandalize any property
- Are under the influence of drugs or alcohol on the job
- Carry or conceal a weapon on the job site
- Are involved with or promote any gang related activity
- Leave during working hours without the permission of Teaching Staff.
- Falsify forms or time sheets
- Use a Social Security number or other identification information that is not yours
- Refuse to participate in required work activity
- Have two unexcused absences or more than three excused absences

If Someone Has a Complaint against You

ArtWorks has a system called an "Incident Report", which allows Teaching Staff to record complaints and behavior problems. Incident reports may be issued when any of the above rules are not followed. This includes unexcused absences, lack of work, verbal aggressiveness, etc.

A Teaching Staff member will fill out an Incident Report and file it with the ArtWorks Program Staff. Both you and the Teaching Staff member will sign the Incident Report. The reports will be placed in your ArtWorks file. Copies will be given to the ArtWorks Program Staff and your parents /guardians will be notified.

Depending on the severity of the incident or after multiple incidents you may be dismissed from the ArtWorks program.

If You Have a Complaint against Someone

If you wish to file a complaint about another Apprentice Artist, speak to the Teaching Staff of your project as soon as the issue arises and they will determine if an Incident Report should be filed. If any issue persists and your project staff has not helped correct the situation, please contact the Director of Programs or Program Staff as soon as possible.

If you wish to file an Incident Report about a Teaching Staff member you can get a form from your Project Manager or ArtWorks Program Staff. Fill out the report and turn it in to the ArtWorks Program Staff. They will discuss the issue with the Teaching Staff member in an attempt to solve the problem.

If You Have to Stop Working at ArtWorks at Any Time

If you have to stop working at ArtWorks, let the Project Manager and the ArtWorks Program Staff know right away. You must provide the ArtWorks Program Staff with your correct mailing information so that you can receive your final paycheck. It is always a good practice to put this in writing. If you need to quit, write a letter to ArtWorks and include the date of your last day of work and your reasons for leaving.

Apprentice Attendance Policy

You have signed a note of understanding expressing your agreement to the ArtWorks Attendance Policy: **IF YOU MISS MORE THAN (3) DAYS OF WORK, YOUR EMPLOYMENT WILL BE TERMINATED.**

If you will be absent or tardy, you must call the Apprentice Coordinator before **9 a.m.** the day of your absence or tardy to let them know that you will not be at work: **513.333.0388 x 10**. If you do not call by 9 a.m. you will be considered unexcused. It is also good practice to notify your Project Manager directly to let them know if you will be absent or tardy. *All unexcused absences will result in an INCIDENT REPORT. ** Excessive tardies and absences will result in termination.*

Tardiness

- Tardiness at the beginning of the workday will not be overlooked. If you are not at work by 9a.m. you are officially tardy.
- It is required that you sign in everyday when you arrive at work. If you are late, you will not be paid for the time you missed.
- Sign-in times will be rounded up to the nearest quarter hour. For example, if you arrive and sign in at 9:05 a.m., your starting paid time will be 9:15 a.m.

Excused Absences

- An absence must be called in to the Apprentice Coordinator at the ArtWorks office by 9 a.m. the day of or prior to the absence to be excused.
- Apprentices are allowed three (3) *excused* absences. A fourth absence will result in termination of employment, unless there are special circumstances that are excused by the Apprentice Coordinator. These circumstances are described below, along with the appropriate documentation.
 - Illness is excused with a valid doctor's note stating the date that you were absent from work. If an illness prevents you from being at work for an extended period of time you must bring a doctor's note that states how many work days you will miss and when you will return to work.
 - College Orientation will only be excused with official documentation from the school detailing the dates you will be absent from work due to college orientation.
 - Family emergencies include a death in the family or similar situations. Please call the Apprentice Coordinator to discuss what appropriate documentation you will need to be excused.

Unexcused Absences

- Any absence that is **not** called in will be counted as ***unexcused*** (resulting in an incident report).
- More than two (2) unexcused absences will result in termination of employment.

More than 3 excused absences	= Termination of employment
More than 2 unexcused absences	= Termination of employment

**If you have questions or need to report an absence or tardy,
Contact Apprentice Coordinator Lynda Camp, 513.333.0388 x10 or
Lynda@ArtWorksCincinnati.org.**

Payroll

- Your projects payroll information will be distributed on Opening Day. This will include the specific schedule and workday information as well as dates when checks will be distributed.
- There is a mandatory ½ hour unpaid lunch break each day. This break time will be determined by the Project Manager.
- You must sign in when you start work and when you leave at the end of the day. **You will only be paid for the recorded and approved hours on your timesheet. Make sure your hours are accurate. PLEASE PRINT LEGIBLY.**
- Make sure your name is correct on the time sheet.
- Only use your legal name when signing the time sheet.
- If you make a mistake, cross out your mistake and write in the correction. Your Project Manager must initial above the correction.

The amount you receive in your paycheck will vary from one pay period to another because the hours you work will vary. FICA taxes will be deducted before you receive your check. Be assured that you will be paid for every hour that you work if you have signed in and out every day accurately. Please deposit or cash your check right away. **Paychecks that are not deposited within 90 days will become inactive.**

All pay checks will be mailed to you. **Make sure your correct mailing address is on file with ArtWorks!** If there is a problem with your paycheck return your check to the Program Staff. They will assist you to correct the problem and will reissue a new check if necessary.

If you move or change your phone number at any point in the coming year, please notify the Program Staff so we can update your records. This will help prevent delays in processing your last paycheck and tax forms.

Lost or Stolen Pay Checks

- If you lose your check, report the loss to the Program or Teaching Staff immediately.
- ArtWorks will stop payment on a lost or stolen check. You may have to wait between 30 and 60 days for a replacement check.
- There is a \$33.00 fee for lost and replaced checks. This will be deducted from the reissued check.

Important Safety Information

ArtWorks is committed to providing a safe work environment. We adhere to all OSHA and federal and state labor laws to ensure the everyone is safe while at a job site.

Power Tools

- 14 and 15 year old Apprentices are not permitted to handle any power tools.
- Apprentices 16 or 17 years of age are permitted to use some power tools with parental permission and with the proper training but are not permitted to use power-driven metal-forming, punching, and shearing machines, power-driven circular saws, band saws, and guillotine shears, or power-driven woodworking machines.
- Apprentices 18 years of age or older are permitted to use any power tools with proper training.

Height Restrictions

- 14 and 15 year old Apprentices are not permitted to be on scaffolding, ladders, or stools of any kind.
- 16 and 17 year old Apprentices are permitted to be on scaffolding up to a height of 20 feet [20 feet at the soles of their shoes].
- Apprentices 18 years or older are permitted to be on scaffolding at any height.
- Teaching Staff has no restrictions for scaffolding access.
- No one is permitted to be on a roof for any reason.

Sun Exposure

- All Apprentices and Teaching Staff should use sunscreen when working outdoors. ArtWorks provides each project with sunscreen.

Hydration / Nourishment

- When working outdoors, regardless of the weather conditions, you and your Teaching Staff should take frequent water breaks.
- When working outdoors, make sure to eat breakfast and lunch. Teaching Staff are encouraged to provide snacks (such as granola bars, energy bars, bananas, etc) to keep energy levels high and workers alert.

Carpooling

- You and your parent/legal guardian must sign a Travel Consent form in order to carpool.
- Drivers must be over the age of 18 with valid driver's licenses.
- All passengers must wear a seatbelt.
- Drivers may not use cell phones and must never be under the influence of drugs or alcohol.

Leaving the Worksite

- You must have the Project Manager's permission and be accompanied by Teaching Staff in order to leave the worksite. If you are 18 or older you can leave during lunch break only with the permission of Teaching Staff.

Inclement Weather

- In the case of thunderstorms, no one should be on or near scaffolding, ladders, or step stools.
- ArtWorks employees must wait at least 30 minutes after the last sign of the storm [thunder or lightning] before resuming work.

If You Are Injured on the Job

- If you are injured on the job, you should inform your Teaching Staff immediately. A qualified Teaching Staff member will administer First Aid. If there is an emergency, they will call 911 and your parent/guardian, and see that you receive professional care immediately.

Inclement Weather Policy

For outdoor projects, ArtWorks program staff works with Project Managers to respond to inclement weather. In the most severe weather the workday will end early or an entire work day may be cancelled, if there is no planned indoor work.

Ending a work day early

If a Project Manager and ArtWorks Program Staff determine the need to end the work day early, parents/guardians of Apprentices younger than 18 will be notified. Transportation must be secured for each Apprentice before Teaching Staff leaves the site.

Cancelling a work day

In the event that the forecast requires a project to cancel an entire work day ArtWorks and Project Staff makes every attempt to contact Apprentices and parents/guardians by 8 p.m. the evening beforehand.