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# ArtWorks

## 2011 Summer Program Job Application

### For Teen & Student Artists In The Visual Arts

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ArtWorks is hiring 150 teen and student artists ages 14-21 for summer jobs as Apprentice Artists in the visual arts!

- This summer ArtWorks is primarily hiring for painting projects. Other projects include: mixed-media/collage, glass and large-scale installation.
- Projects will range from 4 – 9 weeks (June 13 – August 12).
- The work schedule is Monday – Friday, 9 a.m. – 2 p.m.
- Apprentice Artists earn minimum wage, \$7.40/hour.
- See page 4 for ArtWorks' Attendance Policy
- To learn more about working at ArtWorks, visit

**[ArtWorksCincinnati.org/programs/how\\_aw\\_works.shtml](http://ArtWorksCincinnati.org/programs/how_aw_works.shtml)**



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**HOW TO APPLY. Read through this packet carefully and follow the instructions. Questions? Call 513.333.0388.**

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#### ABOUT ARTWORKS

ArtWorks is a 15-year old non-profit arts organization that creates opportunities in the arts for artists of all ages. Teen and student artists ages 14-21 are hired for summer and after-school jobs to apprentice with professional artists to create incredible works of public art for the entire region to experience and enjoy. Apprentice Artists make art, learn from the most amazing local professional artists, meet teens and students from all over the tri-state, build their resumes and portfolios, gain professional and artistic skills and GET PAID to do it.

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ArtWorks is an equal opportunity employer.

For additional information about the Summer Program, visit the ArtWorks Website **[ArtWorksCincinnati.org](http://ArtWorksCincinnati.org)**, or call the ArtWorks office at 513.333.0388, Monday – Friday, 9 a.m. – 5 p.m.

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**APPLICATION CHECKLIST****1) Interviews are one day only: Thursday, May 5, 2011, 3:30 – 6 p.m.****No one interviews without an appointment!**

- Call 513.333.0388 x12 to schedule an interview by 5 p.m. on Monday, May 2.
- Interviews take place at ArtWorks Office, 20 E. Central Pkwy, 45202.

**2) Complete everything on this Application Checklist to bring to your interview.****Do not mail this application back to ArtWorks.**

- Completed Application Form (pages 3-4)
- Completed Recommendation Form OR a letter of recommendation (pages 5-6)
- Copy of proof of age, such as: birth certificate, driver's license, state ID
- Copy of proof of school status, such as: school ID card, high school diploma, letter on school letterhead, current year report card
- Drawing Tests (pages 7-8) – These drawings WILL NOT be returned to you.
- 3 visual art samples – These WILL be returned to you.
  - o Art samples must be original works of art
  - o Art samples can be created in any media: painting, drawing, photography, etc.
    - HINT: bring art samples that match this summer's projects. If you can, bring at least one painting sample.
  - o You may bring photos of your artwork.
  - o You may bring examples of your artwork on a CD, but CDs will NOT be returned to you.
  - o If a piece is fragile or heavy, please bring a photograph instead of the actual piece. ArtWorks is not responsible for any damage to artwork during judging process.
  - o Art samples will be judged while you are interviewing and returned to you before you leave.
  - o Drawing Tests do NOT count as visual art samples

**3) Bring your complete application (this includes everything in the Application Checklist above) to your interview appointment on Thursday, May 5\*.**

- Interviews take place at the ArtWorks Office, 20 E. Central Pkwy, 45202  
For directions to ArtWorks Office, visit: <http://www.artworkscincinnati.org/about/directions.shtml>.

\* Remember, no one interviews without an appointment!

Call 513.333.0388 x12 to schedule an interview by 5 p.m. on Monday, May 2.

**APPLICATION FORM** (Please print clearly.) Bring your completed application to your interview.**APPLICATION**

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

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

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

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

HOME PHONE # ( ) \_\_\_\_\_ CELL PHONE # ( ) \_\_\_\_\_

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

BIRTH DATE \_\_\_\_\_ AGE AS OF JUNE 13, 2011 \_\_\_\_\_

GENDER (Please circle one): Male Female

T-shirt size (Please circle one): S M L XL XXL

WHAT SCHOOL DO YOU ATTEND? \_\_\_\_\_

Grade level for upcoming school year

(Please circle one): 8th 9th 10th 11th 12th College (Year \_\_\_\_\_) GED Other \_\_\_\_\_

Have you worked at ArtWorks before? (Please circle one): Y / N If yes, what years did you work? \_\_\_\_\_

Have you applied and not been hired by ArtWorks in the past? (Please circle one): Y / N If yes, what years did you apply? \_\_\_\_\_

**DEMOGRAPHICS**

Because ArtWorks receives funding from a variety of sources, including local, state and federal government, we must report the demographics of individuals and families served. This information is used for reporting purposes only. Your information will remain confidential.

Do you live in a female, single-parent household? (Please circle one): Y/N

1. Circle the total number of family members living in your household.

2. In the SAME COLUMN, circle the number that best describes your family's total income level.

1 person	2 people	3 people	4 people	5 people	6 people	7 people	8+ people
\$14,600 or less	\$16,700 or less	\$18,800 or less	\$20,850 or less	\$22,550 or less	\$24,200 or less	\$25,900 or less	\$27,550 or less
\$14,601 - \$24,350	\$16,701 - \$27,800	\$18,801 - \$31,300	\$20,851 - \$34,750	\$22,551 - \$37,550	\$24,201 - \$40,350	\$25,901 - \$43,100	\$27,551 - \$45,900
\$24,351 - \$38,950	\$27,801 - \$44,500	\$31,301 - \$50,050	\$34,751 - \$55,600	\$37,551 - \$60,050	\$40,351 - \$64,500	\$43,101 - \$68,950	\$45,901 - \$73,400
\$38,951+	\$44,501+	\$50,050+	\$55,601+	\$60,051+	\$64,501+	\$68,951+	\$73,401+

RACE/ETHNIC BACKGROUND (Please circle one)

 American Indian/Alaskan Native Appalachian Asian American Black/African American  
 Hawaiian Native/ Pacific Islander Latin American/Afro Caribbean White/ Caucasian Other \_\_\_\_\_

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

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**ATTENDANCE POLICY NOTE OF UNDERSTANDING**

To be signed by Applicant and Applicant's Parent/Guardian (if Applicant is under 18 years).

I understand that if \_\_\_\_\_ (name of Applicant) is hired by ArtWorks, he/she is only allowed 3 excused absences\* through the duration of his/her project. If he/she is hired and misses more than 3 days of work, I understand that he/she will be terminated from the ArtWorks Summer Program. To the best of my knowledge, \_\_\_\_\_ (name of Applicant) can meet this attendance requirement for the 2011 Summer Program.

\* An absence is only considered "excused" when it is called into the ArtWorks Office by 9 a.m. the day of the absence, or earlier. Personal illness, vacation or other activities may all count as excused absences if ArtWorks is properly notified.

\*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 and require appropriate documentation.

- Illness is excused with a valid doctor's note stating the date(s) 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. You will need to have a discussion with the Apprentice Coordinator to determine what appropriate documentation you will need to be excused.

\*Projects lasting 8-9 weeks will be allowed four excused absences.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

(If Applicant is under 18 years)

## RECOMMENDATION FORM

**APPLICANT:** You may submit 1 letter of recommendation or this form, completed by an adult older than 21 years of age who is not a relative or friend. Please select someone who knows your work performance well, such as a teacher, past employer, community or clergy leader or mentor. This form **MUST** accompany your application. We may contact your reference to verify their recommendation of your work performance.

**REFERENCE:** You may write a letter of recommendation for the Applicant, or complete this form. This recommendation is an important component of the ArtWorks hiring process. Please return your letter or form to the Applicant in a sealed envelope with your signature across the seal. Applicants must bring this recommendation with them to their interview on April 16 or 17. If you write a letter of recommendation, please be sure to reflect on questions below and to include your contact information.

NAME OF APPLICANT \_\_\_\_\_

NAME OF REFERENCE \_\_\_\_\_

REFERENCE PHONE # \_\_\_\_\_

REFERENCE E-MAIL \_\_\_\_\_

What is your relationship to Applicant? \_\_\_\_\_

How long have you known him/her? \_\_\_\_\_

### Circle the rating that best describes the applicant:

DEPENDABILITY	Excellent	Good	Fair	Poor
PUNCTUALITY	Excellent	Good	Fair	Poor
ACCURACY OF WORK	Excellent	Good	Fair	Poor
WILLINGNESS TO LEARN	Excellent	Good	Fair	Poor
JUDGEMENT	Excellent	Good	Fair	Poor
COMMUNICATION SKILLS				
VERBAL	Excellent	Good	Fair	Poor
WRITTEN	Excellent	Good	Fair	Poor
PROFESSIONALISM	Excellent	Good	Fair	Poor
RESPECT FOR OTHERS	Excellent	Good	Fair	Poor
OVERALL IMPRESSION	Excellent	Good	Fair	Poor

***(continued on next page)***

**Please take time to answer the following questions.**

Have you observed Applicant working on a team? If so, what was his/her role? How did he/she interact with the team? Would you recommend Applicant for a job in a collaborative, team environment?

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Is Applicant self-motivated? Does he/she take direction well or require extra direction and/or supervision when assigned a task?

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How does Applicant respond to constructive criticism?

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Would you recommend this person for ArtWorks? (Please circle one) Y/N

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We encourage you to provide any additional comments.

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**REFERENCE SIGNATURE** \_\_\_\_\_ **Date** \_\_\_\_\_

**DRAWING TEST 1: STILL LIFE**

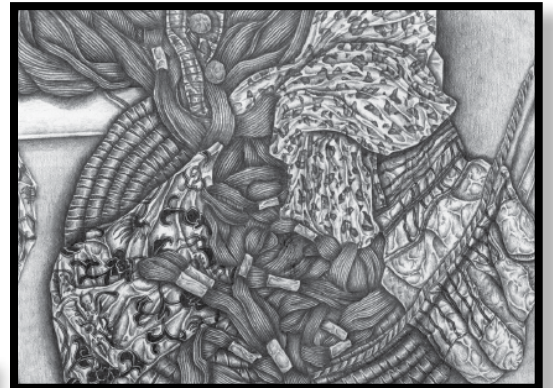
NAME OF APPLICANT \_\_\_\_\_

AGE \_\_\_\_\_

GRADE \_\_\_\_\_

**FOLLOW INSTRUCTIONS CAREFULLY (Drawings that do not follow to the directions below will not be accepted)**

- Your still life **must be 8.5 x 11"** and cannot be folded.
  - Use the backside of this page or an 8.5 x 11" sheet of drawing paper.
  - Do not frame or mount or use paper larger than 8.5 x 11".
  - Use graphite pencil. Do not use colored pencils, markers, paint or other media.
  - This drawing will not be returned to you after your interview.
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- A still life is a picture of non-moving objects.
  - It gives you the chance to draw objects in detail.
  - Use at least three objects.
  - Pay attention to the size and shape of the objects that you draw and the way you arrange them in your composition.
  - Do not forget to show light and dark areas of your still life.



HINT: **Practice** before you make your final drawing.

**DRAWING TEST 2: SELF-PORTRAIT**

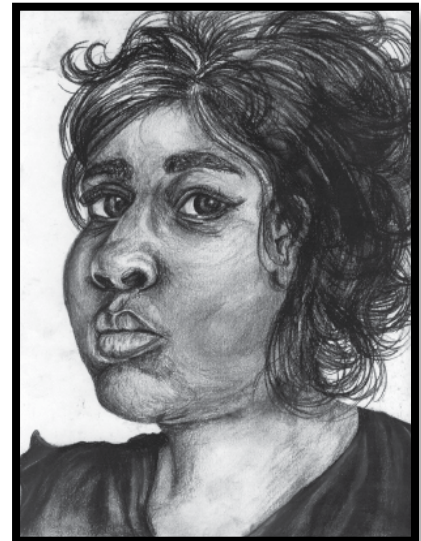
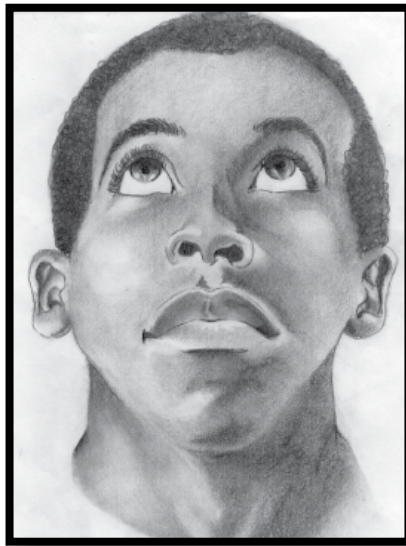
NAME OF APPLICANT \_\_\_\_\_

AGE \_\_\_\_\_

GRADE \_\_\_\_\_

**FOLLOW INSTRUCTIONS CAREFULLY (Drawings that do not follow to the directions below will not be accepted)**

- Your self-portrait **must be 8.5 x 11"** and cannot be folded.
  - Use the backside of this page or an 8.5 x 11" sheet of drawing paper.
  - Do not frame or mount or use paper larger than 8.5 x 11".
  - Use graphite pencil. Do not use colored pencils, markers, paint or other media.
  - This drawing will not be returned to you after your interview.
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- Draw a self-portrait using a mirror, not a photograph.
  - Do not forget to show light and dark areas of your self-portrait.



HINT: **Practice** before you make your final drawing.