



# 2012 Summer Program Apprentice Artist Job Application

## **For Ages 14-21 In The Visual Arts**

ArtWorks is hiring approximately 100 emerging artists ages 14-21 for summer jobs as Apprentice Artists.

- The majority of available jobs are for PAINTERS. A small number of jobs may be available in photography, graphic design, sewing/textiles and landscape arts. Specific job descriptions will be available on ArtWorks' Website, ArtWorksCincinnati.org, by April 16, 2012.
- Projects range from four – nine weeks between June 11 and August 10, 2012.
- The work schedule is generally Monday – Friday, 9 a.m. – 2 p.m.
- Apprentice Artists earn minimum wage, \$7.70/hour.

---

### **ABOUT ARTWORKS**

ArtWorks is a 16-year old non-profit organization that creates job opportunities in the arts for artists of all ages. Teen, student and emerging artists ages 14-21 are hired for summer and after-school jobs to apprentice with professional artists to create high-quality works of public art for the entire region to experience and enjoy. Apprentice Artists make art, learn from local professional artists, work side by side with other artists from all over the tri-state, build their resumes and portfolios and GET PAID to do it.

ArtWorks is an equal opportunity employer.

**To learn more about ArtWorks and the Summer Program,  
visit [ArtWorksCincinnati.org](http://ArtWorksCincinnati.org) or 'like' ArtWorks Cincinnati on Facebook!**

Questions? Email: [Apply@ArtWorksCincinnati.org](mailto:Apply@ArtWorksCincinnati.org), or call: 513.333.0388, Monday - Friday, 9 a.m. - 5 p.m.

# ////////////////////// **APPLY ONLINE CHECKLIST**

\* IF APPLYING IN-PERSON SKIP TO NEXT PAGE

NEW THIS YEAR! A portion of ArtWorks' application process is available online at [ArtWorksCincinnati.org](http://ArtWorksCincinnati.org). You can pre-register and receive an interview appointment. This means you will have a faster check-in process and can skip the interview wait! Don't want to apply online? Skip to the next page.

1) Complete the Application Form online. Go to [ArtWorksCincinnati.org](http://ArtWorksCincinnati.org) and find the Quick Link titled "Online Apprentice Application" or **click to access the form directly**. Respond to each question and submit your application. *(The online application will only be available until 5 p.m. on Monday, April 16, 2012.)*

2) ArtWorks will e-mail you with your interview time. Interviews will take place on Saturday, April 21 or Sunday, April 22 between 11 a.m. and 1 p.m. at the Contemporary Arts Center.

*\*Call 513.333.0388 PRIOR to Interview Weekend if you have a conflict with interview dates or live out of town.*

3) Prepare pages 6-10 of this application to bring with you to your interview. **Do not mail anything to ArtWorks.** This includes:

- ☐ Signed note of understanding (page 6)
- ☐ Recommendation form completed by an adult who is not a relative (pages 7 and 8)
- ☐ Drawing tests (pages 9 and 10) – **These drawings WILL NOT be returned to you.**

4) Prepare three visual art samples for your interview. **These samples WILL be returned to you.**

- ☐ Art samples must be original works of art
- ☐ Art samples can be created in any medium, BUT ArtWorks encourages you to bring at least one sample that is relevant to this year's projects: painting, photography, graphic design, sewing/textiles.
- ☐ You may bring visual art samples in the following formats: actual artwork, hard-copy photographs, or photographs on a CD or flash drive.
- ☐ If art is fragile or heavy, bring a photograph instead of the actual art.  
***ArtWorks is not responsible for any damage to art during the scoring process.***
- ☐ Art samples will be scored while you are interviewing and returned to you before you leave.  
Art samples will be scored based on the following criteria:
  - 1. Attention to detail
  - 2. Creativity
  - 3. Understanding of principles like perspective, shading, form and composition
- ☐ Drawing Tests do not count as visual art samples.

5) Come to the interview. Bring all application materials in sections 3 and 4 above to your assigned ArtWorks interview time. Interviews take place at the Contemporary Arts Center, located at 44 E. 6th St. in downtown Cincinnati.

Please arrive at least 15 minutes prior to your interview time to check-in.

If you or your parents need to contact an ArtWorks staff member during interview times, please call 513.608.8747.

For directions to interviews and downtown parking information, visit [www.contemporaryartscenter.org/visiting](http://www.contemporaryartscenter.org/visiting).

*All applicants will be notified of ArtWorks' hiring decisions by mail by the end of May 2012. No phone calls, please.*

# //////////////////////APPLY IN-PERSON CHECKLIST

1) Complete everything on this Application Check-list and bring it with you to your interview.

**Do not mail anything to ArtWorks.**

- ☐ Completed Application Form (pages 4 and 5)
- ☐ Signed Note of Understanding (page 6)
- ☐ Recommendation form completed by an adult who is not a relative (pages 7 and 8)
- ☐ Drawing Tests (pages 9 and 10) – **These drawings WILL NOT be returned to you.**

2) Prepare three visual art samples for your interview. **These samples WILL be returned to you.**

- ☐ Art samples must be original works of art
- ☐ Art samples can be created in any medium, BUT ArtWorks encourages you to bring at least one sample that is relevant to this year's projects: painting, photography, graphic design, sewing/textiles.
- ☐ You may bring visual art samples in the following formats: actual artwork, hard-copy photographs, or photo graphs on a CD or flash drive.
- ☐ If art is fragile or heavy, bring a photograph instead of the actual art.  
**ArtWorks is not responsible for any damage to art during the scoring process.**
- ☐ Art samples will be scored while you are interviewing and returned to you before you leave.  
Art samples will be scored based on the following criteria:
  1. Attention to detail
  2. Creativity
  3. Understanding of principles like perspective, shading, form and composition
- ☐ Drawing Tests do not count as visual art samples.

3) Come to the interview. Bring your complete application and all additional materials to one of ArtWorks' open interview dates: Saturday, April 21 or Sunday, April 22 from 1 – 3 p.m. at the Contemporary Arts Center, located at 44 E. 6th St., downtown.

*\*Call 513.333.0388 PRIOR to Interview Weekend if you have a conflict with interview dates or live out of town.*

Interviews are first come, first served. Everyone checked in by 3 p.m. will be interviewed. Please come prepared to wait.

If you or your parents need to contact an ArtWorks staff member during interview times, please call 513.608.8747.

For directions to interviews and downtown parking information, visit [www.contemporaryartscenter.org/visiting](http://www.contemporaryartscenter.org/visiting)

*All applicants will be notified of ArtWorks' hiring decisions by mail by the end of May 2012. No phone calls, please.*

# //////////////////////APPLY IN-PERSON

\* PLEASE PRINT CLEARLY & BRING THIS TO YOUR INTERVIEW!

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 11, 2012 \_\_\_\_\_

GENDER (Please circle one): Male Female T-SHIRT SIZE (Please circle one): S M L XL XXL

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

WHAT IS YOUR CURRENT GRADE LEVEL? (Please circle one): 8th 9th 10th 11th 12th College (Year \_\_\_\_\_) GED Other \_\_\_\_\_

If you are in college or not currently in school, where did you attend high school? \_\_\_\_\_

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

How many family members live in your household? \_\_\_\_\_

*(Unrelated individuals living in the same house should NOT be included in this number. If you live with unrelated room-mates, you are considered a one-person household.)*

Find the number of family members living in your household in this chart. From that column, select the number that best describes your total family income level. Write that number here. \_\_\_\_\_

| 1 person            | 2 people            | 3 people            | 4 people            | 5 people            | 6 people            | 7 people            | 8+ people           |
|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| \$14,999 or less    | \$17,149 or less    | \$19,299 or less    | \$21,399 or less    | \$23,149 or less    | \$24,849 or less    | \$26,549 or less    | \$28,249 or less    |
| \$15,000 - \$24,999 | \$17,150 - \$28,549 | \$19,300 - \$32,099 | \$21,400 - \$35,650 | \$23,150 - \$38,550 | \$24,850 - \$41,400 | \$26,550 - \$44,250 | \$28,250 - \$47,100 |
| \$25,000 - \$39,950 | \$28,550 - \$45,650 | \$32,100 - \$51,350 | \$35,651 - \$57,050 | \$38,551 - \$61,650 | \$41,401 - \$66,200 | \$44,251 - \$66,200 | \$47,101 - \$75,350 |
| \$39,951+           | \$45,651+           | \$51,351+           | \$57,051+           | \$61,651+           | \$66,201+           | \$66,201+           | \$73,351+           |

## RACE/ETHNIC BACKGROUND (Please circle one)

- White ● Black/African American ● Asian ● American Indian/Alaskan Native ● Native Hawaiian/Other Pacific Islander
- American Indian/Alaskan Native & White ● Asian & White ● Black/African American & White
- American Indian/Alaskan Native & Black/African American ● Other Multi-Racial ● Hispanic Origin

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

\_\_\_\_\_

**DIRECT RESPONSE QUESTIONS**

Please respond to each of the following questions. Each question must be answered in order for your application to be complete. Feel free to attach one additional page if you need more room to respond.

Why do you want to work at ArtWorks this summer?

---

---

---

---

Why is it important for young artists to have paid job opportunities in the arts?

---

---

---

---

How is art part of your everyday life?

---

---

---

---

How can art make a difference in our region?

---

---

---

---

Why should ArtWorks hire you?

---

---

---

---

**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 2012 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)

# //////////////////////////////////////ALL APPLICANTS

\* BRING THIS TO YOUR INTERVIEW!

## 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. Applicants must bring this recommendation with them to their interview on April 21 or 22. 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)*

**RECOMMENDATION FORM (CONT.)**

**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?

---

---

---

---

---

---

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

---

---

---

---

---

How does Applicant respond to constructive criticism?

---

---

---

---

---

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

---

---

---

---

---

We encourage you to provide any additional comments.

---

---

---

---

---

---

---

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



# //////////////////////////////////////ALL APPLICANTS

\* BRING THIS TO YOUR INTERVIEW!

## DRAWING TEST 1: STILL LIFE

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

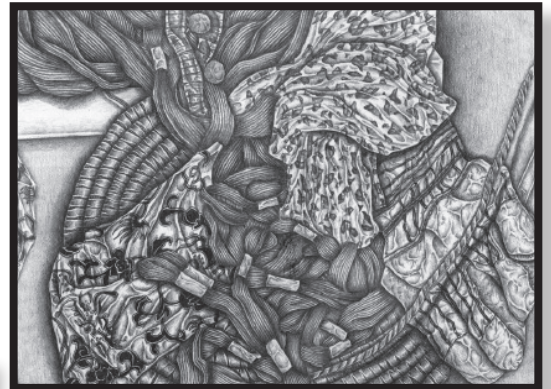
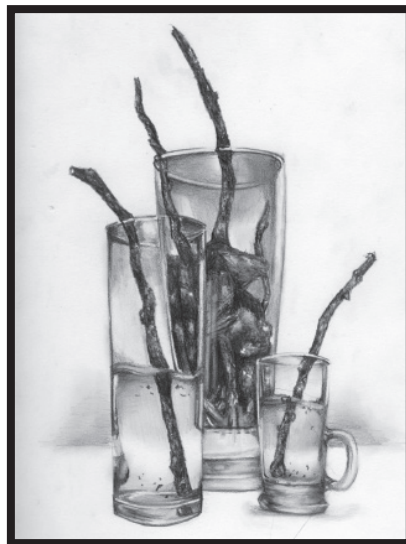
AGE \_\_\_\_\_

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.
- 
- ☐ 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.

# ////////////////////ALL APPLICANTS

\* BRING THIS TO YOUR INTERVIEW!

## DRAWING TEST 2: SELF PORTRAIT

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

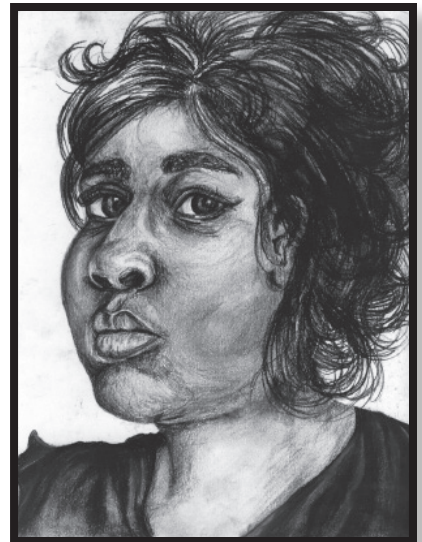
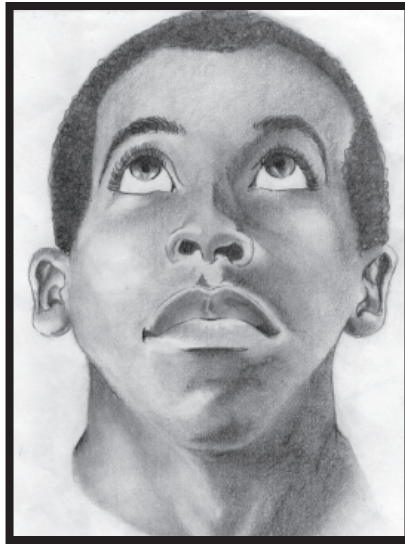
AGE \_\_\_\_\_

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.
  
- ☐ 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.