



## **CALL FOR HIGH SCHOOL STUDENT EMPLOYEES - EDUCATION ASSISTANTS**

The Quincy Art Center is seeking high school students and 2020 graduates to apply for two paid summer Student Employee positions through our Illinois Arts Council Summer Youth Employment in the Arts Project Grant. Students currently enrolled in high school and 2020 graduates are eligible to apply. Applicants should be interested in pursuing careers in the visual arts and able to commit to the entire 10 weeks. The Student Employee positions are scheduled for June 1 - Aug 7, 2020 at 20 hours per week. Compensation is \$10 per hour.

The Student Employee's specific responsibilities:

- a. Assist Art Instructors with Art Camp Classes, Outreach activities, and other Art Education Programs.
- b. Perform daily studio and classroom maintenance.
- c. Assist Exhibition Preparators and Curator with exhibit preparation.
- d. Assist with office administrative duties.

The Student Employees will gain knowledge of art education teaching strategies, concepts, and implementation techniques. Other education skills attained will be classroom management, mentoring, and performing as a leader. Education and studio job responsibilities will lead to expanded knowledge of art processes, care of art materials, and appropriate maintenance of studio equipment. The Student Employees will learn about the process of selecting artwork for exhibit, care & documentation of an art collection, and installing an exhibit in a gallery. The Student Employees will learn about nonprofit operations through office administrative tasks. The vast amount of experience gained will truly benefit a student employee that is pursuing a career in visual arts.

The primary supervisor of the Student Employees in all education tasks will be the Director of Education and Volunteers. The Director of Education and Volunteers will train the youth Employees daily during the first week followed by weekly training meetings for the following weeks. Student Employees will assist Art Instructors during Art Camp class time. Student employees will report and be trained by the Curator and assist Exhibition Preparators when performing exhibition tasks. Near the conclusion of employment, a press release detailing the Student Employee's experience will be sent to the local newspaper and featured in the Quincy Art Center publications. An exit interview will also be conducted to help the Quincy Art Center further strengthen the program for future student employees.

Applications are due Wednesday, May 13, 2020. To apply, please send a completed application form, letter of intent, samples of artwork, and resume to: Quincy Art Center, ATTN: Summer Youth Employment in the Arts Project, 1515 Jersey St., Quincy, IL 62301. You may also email your application to Kayla Obert, Director of Education and Volunteers at [kobert@quincyartcenter.org](mailto:kobert@quincyartcenter.org).

This project is funded by the Illinois Arts Council, a state agency.



## Summer Youth Employment in the Arts Project Application Form

Applications are due Wednesday, May 13, 2020

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Full Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

High School: Grade Completed 2020: \_\_\_\_\_

Name of Emergency contact or Guardian if under 18yrs of age

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

**Letter of Intent:** On a separate page, describe why you would like to participate in this program. Please provide some background information, including extracurricular activities and community involvement. Describe your future career plans in the visual arts.

**Artwork:** Send at least 5 images of your artwork in the form of printed photographs, jpegs via email, or burned onto a CD.

**Resume:** Include past/current jobs, volunteer positions, and skill sets.

Application materials will not be returned.

**References:** Please provide two non-family, non-friend references. One must be your art teacher.

1. \_\_\_\_\_

Name, Title phone number(s)

ART TEACHER

Their relationship to you

how long they have known you

2. \_\_\_\_\_

Name, Title phone number(s)

Their relationship to you

how long they have known you

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The policy and intent of the Quincy Art Center is to provide equal opportunity for all persons regardless of race, color, religion, national origin, marital status, political orientation, affectional orientation, or gender identity status with regard to public assistance, disability, sex, or age.