



CALL FOR HIGH SCHOOL STUDENT EMPLOYEES - MARKETING ASSISTANTS

The Quincy Art Center is seeking high school students and 2020 graduates to apply for one paid summer Student Marketing Employee position 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, marketing, 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 with documenting and archiving classes, events, and exhibits.
- b. Assist with social media posts, e-blast communication, and website maintenance.
- c. Assist with events, taking photos and videos, greeting and talking with patrons, sharing upcoming Art Center opportunities and resources.
- d. Assist with writing press releases, composing marketing materials, compiling information for annual report, and shadowing radio interviews.

The Student Employees will gain knowledge of marketing strategies, concepts, and implementation techniques. Marketing job responsibilities will lead to expanded knowledge of how to translate a mission into marketing, organizing materials to bring awareness of events, classes, and opportunities, archiving for future marketing. The Student Employee 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 Employee 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 the visual arts, graphic design, or marketing.

The primary supervisor of the Student Employees in all marketing tasks will be the Director of Marketing. The Director of Marketing will train the youth Employees daily during the first week followed by weekly training meetings for the following weeks. 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 Elizabeth Swick, Director of Marketing at eswick@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.