

CALL FOR HIGH SCHOOL STUDENT EMPLOYEES – Education Assistant

The Quincy Art Center is seeking high school students and 2022 graduates to apply for a paid summer Student Employee position through our Illinois Arts Council Summer Youth Employment in the Arts Project Grant. Students currently enrolled in high school and 2022 graduates are eligible to apply. Applicants should be interested in pursuing careers in the visual arts and able to commit to the entire nine weeks. The Student Employee positions are scheduled for June 6- August 5, 2022, at 20 hours per week. Compensation is \$12 per hour.

The Student Employee's specific responsibilities:

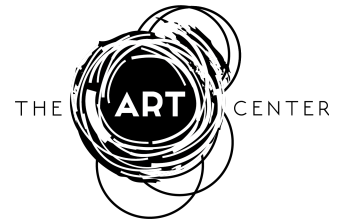
- a. Assist Art Instructors with Art Camp Classes, Community Engagement activities, and other Art Education Programs.
- b. Perform daily studio and classroom maintenance.
- c. Assist Exhibition Preparators and Curator with exhibit preparation.
- d. Assist with office administrative duties.

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 the visual arts.

The primary supervisor of the Student Employees in all education tasks will be the Director of Education. The Director of Education 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 Employees' experiences will be sent to the local newspaper and featured on the Quincy Art Center's online platforms. 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 18, 2022**. To apply, please email a completed application form, cover letter, samples of artwork, and resume to Director of Education, Elizabeth Swick, 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 18, 2022

Applicant Name:

Age:

Full Address:

Phone:

E-mail:

High School:

Grade Completed in Spring of 2022:

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

Name:

Phone:

Relationship:

Please attach all of the materials below to your application email as PDFs (PNG & JPEG are also acceptable for Artwork)

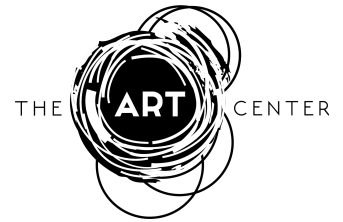
Cover Letter: On a separate page, describe why you would like to participate in this program. Please provide some background information, including extracurricular activities and community involvement. Describe your future career plans in the visual arts.

Artwork: Send at least 5 images of your artwork attached as PNGs, JPEGs, or PDFs.

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

References: Please provide two non-family, non-friend references.

One reference must be a teacher (preferably an art teacher or instructor)



Reference # 1

Name, Title:

phone number(s):

Email Address:

Their relationship to you:

How long have they known you:

Reference #2 (Teacher - preferably Art Teacher or Instructor)

Name, Title:

phone number(s):

Email Address:

Their relationship to you:

How long have they known you:

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The policy and intent of the Quincy Art Center is to provide equal employment 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.