



CALL FOR HIGH SCHOOL STUDENT EMPLOYEE – MARKETING ASSISTANT

The Quincy Art Center is seeking high school students and 2022 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 2022 graduates are eligible to apply. Applicants should be interested in pursuing careers in the visual arts and/or marketing, and able to commit to the entire nine weeks. The Student Employee positions are scheduled for June 6 – Aug 5, 2022 at 20 hours per week. Compensation is \$12 per hour.

The Student Employee's specific responsibilities:

- a. Assist with documenting and archiving classes, events, and exhibits.
- b. Assist with creating social media content, email marketing, and website maintenance.
- c. Assist with events, taking photos and videos, greeting and talking with patrons, and sharing upcoming Art Center opportunities and recourses.
- d. Assist with writing press releases, composing marketing materials, and compiling information for the annual report.

The Student Employee will gain knowledge of marketing strategies. 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, and 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 Employee in all marketing tasks will be the Director of Marketing. The Director of Marketing will train the Youth Employee daily during the first week followed by weekly training meetings for the following weeks. The student employee 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 experiences will be sent to the local newspaper and featured on the Quincy Art Center's online platform. 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 marketing materials, and resume to Director of Marketing, Kelsey Deters, at kdeters@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.

Sample of Marketing Materials: Send 2-3 examples of social media content creating, writing samples, photographs taken, etc.

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.



Reference #1

Name, Title:

phone number(s):

Email Address:

Their relationship to you:

How long have they known you:

Reference #2 (Teacher)

Name, Title:

phone number(s):

Email Address:

Their relationship to you:

How long have they known you:

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 Marketing, Kelsey Deters, at kdeters@quincyartcenter.org.

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.