



## JOB DESCRIPTION Windgate Studio Apprentice

**Position:** Windgate Studio Apprentice

**Term:** July 1 – June 30, one (1) year

**Classification:** Paid, Full Time, non-exempt

**Reports to:** Education Manager

**Hours:**

- Average work week is 40 hours
- Work schedule:
  - Tuesday – Wednesday, Saturday 9-5 pm
  - Thursday – Friday 1-9 pm (depending on the workshop schedule)

### **Program Summary**

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Get hands-on experience learning how to manage the education programs of an arts education center through a yearlong Studio Apprenticeship. One of the nation's only nonprofits focusing exclusively on creation, exhibition, and education across all craft media, Contemporary Craft focuses on engaging the public in creative experiences through contemporary craft. This opportunity will provide the apprentice with real-world experience working in a professional arts education facility, while providing opportunities to work alongside nationally and internationally recognized artists.

This opportunity will provide a young professional with tools to be successful through mentoring from CC staff and teaching artists as well as professional development and networking opportunities. To ensure a comprehensive experience the apprentice will work closely with the Education Manager, Exhibition Coordinator, and Associate Director. The selected candidate will receive access to CC's Studios outside of regular work hours to facilitate the creation of their own body of work. CC's studios are equipped to accommodate artists focusing on woodworking, mixed media, book/paper arts, fiber arts, and metalsmithing mediums.

During the yearlong apprenticeship, CC staff will work to enhance the employability of the apprentice by providing experiences to become a well-rounded teaching artist along with the skills needed to navigate the intricacies of a nonprofit environment.

### **Essential Functions and Responsibilities**

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- Assist with educational programs, including classes, hands-on activities, and school and summer programs.
- Monitor, maintain and clean the CC Studios
- Prepare for instructor and student needs during workshops
- Build upon existing Studio relationships to foster a Studio community
- Engage visitors and the public in the creative process through artist demonstrations
- Assist with promotion of Studio workshops
- Teach introductory studio courses and enhance personal teaching skills
- Assist with special events, including planning, set-up, execution and breakdown

## **Qualifications**

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The organization may seek out an artist working in different media from year to year, but will always emphasize a craft medium. CC is looking for a self-motivated and hands-on artist/educator desiring to pursue a career in nonprofit arts education or as an artist instructor. The individual must work well in a team environment.

## **Requirements & Working Conditions**

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- Ability to provide own transportation to perform principal responsibilities
- Sedentary work that primarily involves sitting/standing
- Operates a computer and other office productivity machinery
- Medium work that includes moving/lifting objects up to 50 pounds.
- Moving about to accomplish tasks or moving from one worksite to another

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time; this job description is subject to change at any time when deemed necessary.

## **Compensation and Benefits**

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This position is compensated at \$2,000/month.

- Health Insurance Group Plan (following organizational policy)
- Workers' compensation
- Paid time off and paid sick days
- Discount in the Store
- Free off-site parking
- Access to Metal/Fiber/Wood studios
- Three (3) free workshops in the studios (material fees may apply)
- Up to \$1,000 to be applied to outside professional development opportunities

## **Selection Process**

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Criteria upon which candidates will be evaluated include quality of the essay and art work, future promise (supported by recommendations), and education. Finalists will be contacted for a Zoom interview within two weeks following the application deadline.

## **Application**

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All applications will be submitted through online portal and should include:

- Transcripts (official or unofficial) from all colleges/universities attended
- An essay indicating your goals, accomplishments, and how this apprenticeship will benefit your career in the arts
- Electronic images of your work; include 10-15 high-resolution images of your recent work
- Artist website (if available)
- Two professional references – with contact information - in the field who can attest to the applicant's dedication to contemporary craft, artistic excellence, potential as an educator, and maturity
- Resume/Curriculum Vitae