

Position: Windgate Studio Apprentice

Term: July 1 - June 30, one (1) year

Classification: Paid, Full-Time, non-exempt

Housing: Included, Costs Covered

Reports to: Director of Education and Residencies

Work Week:

- Average work week is 40 hours on site at Contemporary Craft
- Work week is Tuesday-Saturday
- One day per week (8 hours) is dedicated to Studio time at Contemporary Craft for the creation of personal work. Day will be mutually agreed upon and may not be Saturday.
- Other duties at the residency house on as as needed basis

Hours:

- Regular hours are three days per week at 9AM - 5PM and two days per week at 1PM - 9PM.

Program Summary

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 the creation, exhibition, and education across all craft media; Contemporary Craft focuses on engaging the public in creative experiences through contemporary craft. This position 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.

To ensure a comprehensive experience the apprentice will work closely with the Director of Education and Residencies and Exhibition Manager. The selected candidate will receive housing in the Artist Residency House and access to CC's Studios outside of regular work hours to facilitate the creation of their own body of work. CC's studios are specifically equipped to accommodate artists focusing on fiber arts, metals, book/paper arts, and mixed media.

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, and fostering opportunities to network across the field of craft and the broader arts community.

Essential Functions and Responsibilities

- Assist with educational programs including the scheduling and set-up of workshops, hands-on activities, and school and summer programs
- Monitor, maintain, and clean the CC Studios
- Prepare for instructor and students 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. The Studio Apprentice is expected to teach the Rabbit Laser Certification workshops once per month (training will be provided for a selected candidate if they are unfamiliar with the equipment.)
- Assist with special events including planning, set-up, execution and breakdown
- Live in and manage the day-to-day tasks associated with upkeep of the Artist Residency House

Qualifications

The organization may seek out an artist working in a different medium 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

- 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

This position is compensated with a monthly stipend of \$2,100 + housing is covered. Other benefits include:

- 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 Metals, Fibers, and Mixed Media Studios
- Three (3) free workshops in the Studios (materials fees may apply)
- Up to \$500 to be applied to outside professional development opportunities

Selection Process

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

Application

All applications will be submitted through an 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