Job Title: Teen Fellow
Reports to: Teen Programs Manager
Position Status: 4-month contract, Part-Time (6 hours a week), non-exempt
Location: Cincinnati, OH
Compensation: $250 Monthly Stipend

MISSION STATEMENT: The Contemporary Arts Center (CAC) brings art and the creative process to all people through exhibitions, performances, and experiences that open minds.

CAC BACKGROUND: The CAC was founded in 1939 by three women with their eyes on the future. Today, our purpose is to champion open minds and foster an inclusive culture by using contemporary art and mutual learning as vehicles for connecting people, cultivating creativity, and catalyzing curiosity.

The CAC now operates on a $4.2M annual operating budget and offers 4 - 5 significant exhibitions per year, including group and solo exhibitions originated by CAC curator(s), guest curators, and touring exhibition partners. It is the oldest non-collecting contemporary art center in the country and one of the largest, occupying an 80,000 sq. ft. building, with approximately 22,000 sq. ft. devoted to exhibition and performance space. With new executive leadership in place and a completed $5M+ renovation of its educational facility, the CAC is poised to continue its 85-year legacy of presenting new commissions by emerging and established artists, as well as thematic group exhibitions that foster local, national, and international resonances.

A strong emphasis on curatorial research and institutional partnerships has led to CAC generating a number of major touring exhibitions and co-commissions with entities such as Kunstraum Kreuzberg (Berlin), MIT List Visual Arts Center (Cambridge), the New Museum (New York), and FotoFocus Biennial (Cincinnati). Recent solo projects have featured the work of Tania Candiani, Ugo Rondinone, Steffani Jemison, Vhils, and Do Ho Suh, through which each artist developed significant interventions that attended to a range of timely concepts.

LOCATION: The CAC is located in an architectural gem in the heart of downtown Cincinnati, designed by Iraqi-British architect Zaha Hadid. The Lois and Richard Rosenthal Center for Contemporary Art was heralded by The New York Times as “the most important American building to be completed since the end of the cold war” and was lauded for its community-centric approach to the design process.¹

SCOPE OF POSITION (General Description): This part-time apprenticeship reports directly to the Teen Program Manager and indirectly to the Creative Learning Director. Teen Fellows will work 6 hours a week, from September – December 2023, alongside CAC artists and educators. Apprentices are required to choose 2 days a week to work (Wednesday, Thursday, or Saturday) at the CAC between the hours of 3:30-6:30pm (on weekdays) and 10:30-1:30 (on Saturdays). Main related responsibilities include assisting in the prep, teen promotion and facilitation of Young Adult Lab and the Artist in Residence program. Other responsibilities include project brainstorming, assisting with additional young adult focused events and collaborating with the CAC Teen Council when needed.

TEEN FELLOW SPECIFIC DUTIES:

• Work with teens on art projects developed by the Artists in Residence or CAC Educators on two of the following evenings: Wednesday, Thursday, or Friday. Collaborate with CAC Educators to develop art making projects tied to our Young Adult Lab program.
• Assist with record keeping for teen programming.
• Assist the Artist in Residence and Teen and Adult Programs Manager with art material set up, program facilitation, and welcoming visitors.
• Duties include assisting young adult visitors with evening programming, general customer service, visitor sign in, photographic documentation, assist in set up and/or take down, assist Artists in Residents. Collaborate with CAC Teen Council on the development of art projects.
• Help maintain the CAC Art Lab and its supplies. Assist in keeping the Art Lab orderly and clean.
• Perform other duties as assigned.

ALL OF THESE DUTIES ARE TO BE DONE WITH OVERALL CAC BUSINESS IN MIND. THE PERSON IN THIS POSITION WILL BE CONCIOUS OF OTHER CAC PROGRAMS, EXHIBITION NEEDS AND CAC POLICY AND PROCEDURES.

REQUIREMENTS:
• Must be between 16-19 years old.
• The ideal candidate will have some background or interest in art and teen programs.
• Some computer skills; Knowledge of MS Office, Word, Google Doc
• Interest in contemporary art.
• Excellent communication and time management skills.
• Work schedule is 6 hours a week between September - December 2023. Applicants can select two of the following days to work: Wednesday 3:30-6:30pm, Thursday 3:30-6:30pm, or Saturday 10:30am-1:30pm (some flexibility on the time).

Application Process:
Please send cover letter and resume to: ehardin-klink@cincycac.org by August 21, 2023.

Contemporary Arts Center
44 East 6th Street
Cincinnati, OH 45202
Attn: Human Resources

Also, application materials can be mailed. No phone calls accepted, nor will they be returned.

The Contemporary Arts Center is an Equal Opportunity Employer.