

Job Title: Teen Fellow**Reports to:** Teen and Adult Programs Manager**Position Status:** 4-month position, Part-Time (6 hours a week), non-exempt**Compensation:** \$250 Monthly Stipend**EXPLORE. DISCOVER. FEEL. WONDER.**

The Contemporary Arts Center brings art and the creative process to all people through exhibitions, performances, and experiences that open minds. Founded in 1939 by three women with their eyes on the future, our shared vision 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.

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 February 2023 - May 2023, alongside CAC artists and educators. Apprentices are required to work 2 days a week (Wednesday, Thursday, or Friday) at the CAC between the hours of 4-7pm. Some weekend hours are allowed. 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 6-8 hours a week between February 2023 - May 2023. Applicants can select two of the following days to work: Wednesday 4-7pm, Thursday 4-7pm, or Friday 4-7pm (some flexibility on the time). Some weekend hours are allowed.

Application Process:

Please send cover letter and resume to Elizabeth at ehardin-klink@cincycac.org by January 20.

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.