

**Job Title: Teen Fellow****Reports To: Teen Programs Manager****Position Status: 4-month position, Part-Time (6 hours a week), non-exempt****Compensation: \$250 Monthly Stipend**

**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 – March 2025, 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 12:30-3:30pm 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 days: Wednesday, Thursday, or Saturday. 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 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 CONCIIOUS 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 February – March, 2025. Applicants can select two of the following days to work: Wednesdays 3:30-6:30pm, Thursdays 3:30-6:30pm, or Saturdays 12:30-1:30pm (some flexibility on the time).

**Application Process:**

Please send cover letter and resume to: [sbraley@cincycac.org](mailto:sbraley@cincycac.org) by January 10, 2025.

Contemporary Arts Center  
44 East 6<sup>th</sup> 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.

