

**Job Title: Teen Fellow****Reports To: Teen Programs Manager****Position Status: 3-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 Director of Education. Teen Fellows will work 6 hours a week, from June 2026 - August 2026 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 12:30-3:30 (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 brainstorming projects, 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 Saturday morning. 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 setting 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 June – August, 2026. 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 or additional days allowed).

**Application Process:**

Please send a resume and email to [ehardin-klink@cincycac.org](mailto:ehardin-klink@cincycac.org) by May 22, 2026.

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

No phone calls accepted, nor will they be returned.

The Contemporary Arts Center is an Equal Opportunity Employer.