

**Charles Adams Studio Project (CASP)**  
 2017 – 2018 Arts Administration Fellowship Application

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**Personal Information**

Full Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Current Address: \_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_

Email: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Emergency Contact Phone: \_\_\_\_\_

Emergency Contact Relationship to Applicant: \_\_\_\_\_

**Educational Background**

Level of Education	Name & Address of School	Major	Degree Earned
High School			
College			
Graduate School			

Are you currently enrolled in school? \_\_\_\_\_ If yes, where? \_\_\_\_\_

If yes, are you enrolled full-time or part-time? \_\_\_\_\_

Will you be using the fellowship to meet an internship requirement for your degree program?  
 \_\_\_\_\_

Weekly availability (up to 20 hours per week, please list preferred days and times):  
 \_\_\_\_\_

Date Available to Start: \_\_\_\_\_

**Relevant Skills**

*Check all those that apply*

- Microsoft Word \_\_\_
- Microsoft Excel \_\_\_
- Microsoft Powerpoint \_\_\_
- QuickBooks \_\_\_
- Adobe Acrobat \_\_\_
- Word Press \_\_\_

MAC platform programs \_\_\_  
Dropbox / online file sharing programs \_\_\_  
Internet Search Engines / Email \_\_\_  
Other \_\_\_\_\_

**Relevant Employment / Internship / Volunteer History**

*Please list up to four most recent AND relevant positions*

<b>Employer</b>	<b>Position Title</b>	<b>Description of Duties</b>	<b>Dates of Employment</b>	<b>Supervisor Contact</b>

**References**

Professional Reference 1 Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Position/Title: \_\_\_\_\_

Relationship to Reference: \_\_\_\_\_ Years Known: \_\_\_\_\_

Professional Reference 2 Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Position/Title: \_\_\_\_\_

Relationship to Reference: \_\_\_\_\_ Years Known: \_\_\_\_\_

Personal Reference 1 Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Position/Title: \_\_\_\_\_

Relationship to Reference: \_\_\_\_\_ Years Known: \_\_\_\_\_

**Personal Response**

*Please attach on a separate sheet*

Why are you interested in the CASP Arts Administration Fellowship? (150 words or less)

What role do nonprofit arts organizations have in society? (250 words or less)

What involvement, exposure, or experience do you have with art or a nonprofit? (500 words or less)

I, the undersigned, affirm that all of the information provided above is true.

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Signature

Date

Please return:

- **Completed application**
- **Current resumé or CV,**
- **3-5 page writing sample**

To:

Charles Adams Studio Project (CASP)  
c/o Charles Adams Gallery  
602 Avenue J., Lubbock, TX 79401  
or by email to [info@casp-arts.org](mailto:info@casp-arts.org)