



Charles Adams Studio Project (CASP)

2019 Arts Administration Fellowship Job Description

Job Title: The CH Foundation Arts Administration Fellow at CASP

Description: Fellowship available to graduate, undergraduate, and post graduate students as well as those with relevant experience. Fellowships are paid and part time with flexible schedules to work around other educational obligations. There are spring, summer and fall positions available.

Tasks and responsibilities:

- Provide administrative support including, but not limited to: email correspondence, mailing lists, grant writing and reporting, and social media/website support
- Assist with general gallery and facilities maintenance
- Assist in fundraising development projects and programming
- Assist with CASP receptions and other events
- Assist with set up and coordination of First Friday Art Trail events taking place at the beginning of each month.

Supervisor: CASP Director, Chad Plunket

Applicants should have the following qualifications:

- Ability to perform general administrative responsibilities and duties
- Experience in the arts or nonprofit sector is preferred, but not imperative
- Strong written and oral communication skills
- Ability to work effectively and build relationships with others
- Ability to analyze and synthesize information for problem solving in a creative and fast paced environment.

Experience desired:

- We encourage undergraduate/graduate/post-graduate students and individuals that are engaged in the fields of art, culture, arts management, nonprofit management, private/public/business administration to apply. Applicants with other relevant experience will be considered.

Application Checklist

- Application (including attached personal response questions)
- C.V. or Resume
- 3-5 Page Writing Sample

*Please email any questions to info@casp-arts.org



Charles Adams Studio Project (CASP)
2019 Arts Administration Fellowship Application

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 or other credit 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

- Grant Writing ___
- Marketing ___
- Social Media ___
- Microsoft Word ___
- Microsoft Excel ___
- Microsoft PowerPoint ___

QuickBooks __
Adobe Acrobat __
Word Press Websites __
Other _____

Relevant Employment / Internship / Volunteer History

Please list up to four most recent AND relevant positions

Employer	Position Title	Description of Duties	Dates of Employment	Supervisor Contact

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)

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

Signature

Date

Application Instructions

1. Include
 - Completed application
 - Current resume or CV
 - 3-5 page writing sample
2. Title each file and include your first and last names in the title (e.g. "Jane Jones CV.pdf").
3. Upload your application, resume and writing sample via Dropbox by copying and pasting the following link into your browser:
<https://www.dropbox.com/request/ziFhShlcwcNzT0qmmJQT>
You do not need a Dropbox account to submit your work to Dropbox.