



**Charles Adams Studio Project (CASP)**  
 2023 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        | _____ QuickBooks          |
| _____ Marketing            | _____ Adobe Acrobat       |
| _____ Social Media         | _____ Word Press Websites |
| _____ Microsoft Word       | Other: _____              |
| _____ Microsoft Excel      | _____                     |
| _____ Microsoft PowerPoint |                           |

**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)

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

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Signature

Date

## Application Instructions

1. Include
  - Completed application
  - Current resumé 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/YxcwZUJDT7Q7JBpk2XK4>

***You do not need a Dropbox account to submit your work to Dropbox.***