



Charles Adams Studio Project (CASP)

The CH Foundation Fellowship

Job Title - The CH Foundation Fellow at CASP

Description

Fellowships are available to current students, recent graduates, and those with relevant experience. Fellowships are paid and part time with flexible schedules to work around other educational obligations.

Duties and Responsibilities

Exact duties and responsibilities will depend on the applicant's interests and the needs of CASP. Possible tasks for the following areas are listed below.

General

- Assist with maintenance of CASP facilities and grounds.
- Assist with set up, coordination, and tear down of First Friday Art Trail, the Charles Adams Blue Party, and other events.
- Promote CASP's mission to build and maintain an artist's community, positively engage the public, and exemplify the values of CASP.
- Other duties as needed.

Arts Administration

- Provide administrative support to the CASP Director.
- Manage the info@casp-arts.org email address.
- Draft grant applications and reports.
- Input monthly financial information to Quickbooks.
- Maintain CASP social media accounts on Facebook and Instagram.
- Regularly update the CASP website.
- Attend board meetings and take meeting minutes.
- Assist in fundraising development projects and programming.

Metals Studio & Foundry

- General studio oversight and maintenance.
- Design and build enhancements for the Foundry and Metals Studio.
- Develop and execute programming for the public.
- Assist students and professional artists as needed.
- Teach or assist with classes.

Printmaking

- General studio oversight and maintenance.
- Design and build enhancements for the Print Studio.

- Develop and execute programming for the public.
- Assist students and professional artists as needed.
- Teach or assist with classes.

Reports To: Chad Plunket - CASP Director

Compensation: \$10 per hour

Knowledge and Abilities

Applicants should be able to:

- perform general duties and responsibilities.
- work effectively and build relationships with others.
- lift 50 lbs.
- work with a diverse population comprised of students, artists, and the public.
- analyze and synthesize information for problem solving in a creative and fast paced environment.
- Effectively communicate orally and in writing.

Preferred

- Experience in the applicant's desired area is preferred, but not required.
- Availability to work Saturdays.
- Availability for monthly First Friday Arts Trail events.

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