

MAM

Dear Applicant,

Thank you for your interest in a Counselor-in-Training position at the Montclair Art Museum 2018 SummerART camps. There are four two-week-long and a single one-week long camps during the months of June, July, and August. Camps run Monday–Friday, 9:30 a.m.–5 p.m., and our students range in age from 5 to 16. At the end of each two-week camp, we have a closing reception on Friday 4:30–5:30 p.m. where all of the students' art is exhibited for family and friends.

Dates of the 2018 camps:

- Session I: June 25–July 6 (No camp Wednesday, July 4)
- Session II: July 9–July 20
- Session III: July 23–August 3
- Session IV: August 6–August 17
- Session V: August 20–August 24 (one week only)

Counselors-in-Training may work either full-time or part-time:

- Full-time, 9:15 a.m.–5:15 p.m. daily
- Mornings: 8:15 a.m.–2:15 p.m.
- Afternoons: 11:15 a.m.–5 p.m.

Counselors-in-Training duties include but are not limited to:

- Providing individual attention to students during class time
- Helping instructors and interns execute lessons and projects
- Setting up and cleaning up studios
- Assisting Lead Counselors with check in table duties for checking students in and out of the building
- Monitoring or accompanying students who need to leave the classroom
- Monitoring lunch hour and organizing outdoor recess activities
- Helping injured or sick students by administering minor first aid
- Keeping students safe, happy, and focused
- Setting up the reception, labeling and hanging artwork, accompanying students on walks and field trips, creating signage for the reception, and other duties as assigned.

Serving as a Montclair Art Museum Counselor-in-Training is also an educational experience. SummerART Counselors-in-Training should anticipate the following learning objectives:

- Gain understanding of inner workings of art museum classes by working directly with professional artists, instructors, and administrators
- Enhance leadership skills by assisting students and serving as a role model
- Enhance artistic talent and teaching ability through lesson reinforcement to children
- Represent the Montclair Art Museum in a professional manner and appearance

SummerART Counselors-in-Training must be at least 15 years of age and have prior experience in education, art, and/or child care. Counselors-in-Training must abide by the policies and standards of the Museum's Employee Handbook. This is an unpaid position, but Counselors-in-Training can expect to be given priority for Lead Counselor positions in future summers, based on successful completion of their Counselor-in-Training commitments this season.

Counselors-in-Training applications are accepted at any time; however, it is appreciated if you apply by May 21, 2018. Once your completed application is received, you will be contacted for an interview. Incomplete applications will not be considered. Thank you for your interest in joining us for the summer!

Marcia Meléndez, Customer Relations and Program Coordinator, Vance Wall Art Education Center

The Montclair Art Museum is dedicated to a policy of non-discrimination on any basis including race, color, age, sex, religion, national origin, the presence of any mental, physical, or sensory disability, sexual orientation, or any other basis prohibited by federal or state law.

The Montclair Art Museum, Yard School of Art
SummerART 2018 Counselor-in-Training Application

Applicant Information:

Name: _____ Current Age: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Phone: _____

Have you worked at MAM or the Yard School before? When and in what capacity? _____

Emergency Contact and Parental Consent:

Emergency Contact:

Name: _____ Relationship: _____ Phone: _____

Parental Consent (if under 18, parent or guardian consent is required):

I, the parent/guardian of the applicant named above, hereby give permission for my child to participate in the SummerART Intern program at the Montclair Art Museum.

Name: _____ Relationship: _____ Phone: _____

Signature: _____ Date: _____

Education:

Current or Most Recent School: _____

Location (City, State): _____

Current Grade level: _____ OR, if graduated, date of graduation: _____

Major (if applicable): _____

Courses you have taken that are art or education related: _____

If you are a graduating High School Senior, what do you plan to study at college?:

Reference:

Please provide the name and contact information for a teacher, employer, or another adult who can refer you:

Name: _____ Phone: _____ Email: _____

How do you know this person? _____

Experience:

I have experience with the following media:

- General Pottery or Clay Wheel Throwing Digital Art Studio Art

I have experience with the following age groups:

- 5-7 8-11 12-15

Have you worked with a MAM teacher before? YES NO

Teacher's name: _____

Availability:

Please select the camps and times you are available.

Session I: June 25–July 6 (No camp Wednesday, July 4)

- Full-time 9:15 a.m.–5:15 p.m.
 Mornings 8:15 a.m.–2:15 p.m.
 Afternoons 11:15 a.m.–5 p.m.

Session II: July 9–20

- Full-time 9:15 a.m.–5:15 p.m.
 Mornings 8:15 a.m.–2:15 p.m.
 Afternoons 11:15 a.m.–5 p.m.

Session III: July 23–August 3

- Full-time 9:15 a.m.–5:15 p.m.
 Mornings 8:15 a.m.–2:15 p.m.
 Afternoons 11:15 a.m.–5 p.m.

Session IV: August 6–17

- Full-time 9:15 a.m.–5:15 p.m.
 Mornings 8:15 a.m.–2:15 p.m.
 Afternoons 11:15 a.m.–5 p.m.

Session V: August 20–24 (one week only)

- Full-time 9:15 a.m.–5:15 p.m.
 Mornings 8:15 a.m.–2:15 p.m.
 Afternoons 11:15 a.m.–5 p.m.

Requirements for Application Submission:

Required Materials:

- Completed application
 Completed screening form
 Copy of a driver's license or passport. If you have neither, another photo ID such as a school ID
 Resume or list of work experience

Please return this form and supplementary materials by mail or email to:

Marcia Meléndez, Customer Relations and Program Coordinator, Vance Wall Art Education Center
Montclair Art Museum, 3 South Mountain Avenue, Montclair, NJ 07042

Email: mmelendez@montclairartmuseum.org

No phone calls please

Rolling applications are accepted for Counselor-in-Training positions; however, it is appreciated if you apply by May 21, 2018.



Screening Form for Montclair Art Museum Volunteers

Thank you for your interest in volunteering at the Montclair Art Museum.
Please fill out this form and return it to Sophiana Leto, Development Associate, Montclair Art Museum,
3 South Mountain Ave, Montclair NJ 07042.

Name:

First _____ Middle _____ Last _____

Home Address:

Street _____

Town, State, Zip _____

Home Phone: _____

Date of Birth:

Month _____ / Day _____ / Year _____

Date of birth necessary for screening purposes.

I authorize the Montclair Art Museum to contact references and other persons/institutions to obtain information about my background regarding my character and fitness for volunteer work on behalf of the Museum, as well as to conduct a criminal background check. I authorize references to provide such information about me. I hereby release and hold harmless from liability any person or organization that provides information. I also agree to hold harmless the Montclair Art Museum, its trustees, employees and volunteers.

I attest that the above information is true and correct.

Signature _____ Date _____

Return to:
Marcia Meléndez, Customer Relations and Program Coordinator, Vance Wall Art Education Center
Montclair Art Museum
3 South Mountain Avenue, Montclair, NJ 07042
Email: mmelendez@montclairartmuseum.org