



Montclair Art Museum  
3 South Mountain Ave. Montclair, NJ 07042  
973-746-5555 / montclairartmuseum.org

Dear Applicant,

Thank you for your interest in a Counselor-in-Training position at the Montclair Art Museum 2019 SummerART camps. There are four 2-week-long and one 1-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 from 4:30–5:30 p.m. where all of the students' art is exhibited for family and friends to enjoy.

Dates of the 2019 camps:

- Session I: June 24–28 (One week only)
- Session II: July 1–12 (No Camp July 4)
- Session III: July 15–26
- Session IV: July 29–August 9
- Session V: August 12–23

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

- Full-time: 9:00 a.m.–5:15 p.m. daily
- Mornings: 8:15 a.m.–2:15 p.m.
- Afternoons: 11:15 a.m.–5:15 p.m.

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

- Providing individual attention to students during class time
- 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
- Special assignments as assigned by instructors and other SummerART leadership

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
- Gain experience working with children and enhance teaching ability through lesson reinforcement to children
- Represent the Montclair Art Museum in a professional manner and appearance

Counselors-in-Training must abide by the policies and standards of the SummerART Counselor Manual.

SummerART Counselors-in-Training must be at least 15 years of age and have prior experience in education, art, and/or child care. 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, 2019**. 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!

Sincerely,

Susan Cancro, Customer Relations and Program Coordinator, Yard School of Art at MAM

SummerART 2019 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: \_\_\_\_\_

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:

Ceramics    Digital Art    Studio Art    Other \_\_\_\_\_

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 24–28 (One Week Only)

- Full-time 9:00 a.m.–5:15 p.m.
- Mornings 8:15 a.m.–2:15 p.m.
- Afternoons 11:15 a.m.–5:15 p.m.

Session II: July 1–12 (No camp July 4)

- Full-time 9:00 a.m.–5:15 p.m.
- Mornings 8:15 a.m.–2:15 p.m.
- Afternoons 11:15 a.m.–5:15 p.m.

Session III: July 15–26

- Full-time 9:00 a.m.–5:15 p.m.
- Mornings 8:15 a.m.–2:15 p.m.
- Afternoons 11:15 a.m.–5:15 p.m.

Session IV: July 29–August 9

- Full-time 9:00 a.m.–5:15 p.m.
- Mornings 8:15 a.m.–2:15 p.m.
- Afternoons 11:15 a.m.–5:15 p.m.

Session V: August 12–23

- Full-time 9:00 a.m.–5:15 p.m.
- Mornings 8:15 a.m.–2:15 p.m.
- Afternoons 11:15 a.m.–5:15 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:

Susan Cancro, Customer Relations and Program Coordinator, Yard School of Art

Montclair Art Museum, 3 South Mountain Avenue, Montclair, NJ 07042

Email: [scancro@montclairartmuseum.org](mailto:scancro@montclairartmuseum.org)

Phone: 973-259-5139

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



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## Screening Form for Montclair Art Museum

Thank you for your interest in working with children at the Montclair Art Museum. The Museum takes seriously its responsibility of assuring the safety of every child. Please fill out this form and return it to the Yard School of Art Program Coordinator.

Thank you for your support in providing a safe and secure environment for all of the children participating in Museum activities.

**Name:**

First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

**Home Address:**

Street \_\_\_\_\_

Town, State, Zip \_\_\_\_\_

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

**Phone:** \_\_\_\_\_

**Date of Birth:**

Month \_\_\_\_\_ / Day \_\_\_\_\_ / Year \_\_\_\_\_

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 work with children, 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:  
 Susan Cancro, Customer Relations and Program Coordinator, Yard School of Art  
 Montclair Art Museum, 3 South Mountain Avenue, Montclair, NJ 07042  
 Email: [scancro@montclairartmuseum.org](mailto:scancro@montclairartmuseum.org)  
 Phone: 973-259-5139