



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

Dear Applicant,

Thank you for your interest in a Lead Counselor position for the 2019 Montclair Art Museum 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' artwork 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

Lead Counselors must work full-time, Monday–Friday, 9:00 a.m.–5:15 p.m. for at least one complete session.

If you are unable to commit to a full-time schedule, but would like to assist with our summer camps part time, please fill out in Counselor-in-Training Application, which can be found here:

<https://www.montclairartmuseum.org/learn-and-create/yard-school-of-art>

Lead Counselors duties include but are not limited to the following:

- Serving as lead assistant to instructor in assigned classroom
- Mentoring Counselors-in-Training
- Re-enforcing lesson plans by providing individual attention to students during class time
- Overseeing and assisting with studio set-ups and breakdowns
- Assisting with reception set-up and breakdown
- Working at the check-in table 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
- Special assignments as assigned by instructors and other SummerART leadership

Serving as a Montclair Art Museum Counselor is also an educational experience. SummerART Lead Counselors can 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 mentoring Counselors-in-Training, assisting students, and serving as role models
- 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

Lead Counselors must abide by the policies and standards of the SummerART Counselor Manual.

SummerART Lead Counselors are provided a stipend to assist with travel expenses, lunch break, materials, etc.

To be eligible, you must be at least 16 years-old, have previous work/intern experience at MAM or another camp, and you must be available to work full-time (9:00 a.m.–5:15 p.m.) for the session in which you receive the stipend. Priority for the Lead Counselors positions are given to high school and college students who have worked at the Montclair Art Museum SummerART Camps previously. Applicants are accepted on a rolling basis until all positions are filled, but must be received no later than **April 30, 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,

Applicant Information:

Name: _____ Current Age: _____

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

Email: _____ Phone: _____

Have you worked or volunteered at the Montclair Art Museum before? When and in what capacity?

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

Emergency Contact and Parental Consent:

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

Emergency Contact: The Montclair Art Museum, Yard School of Art
SummerART 2019 Lead Counselor Application

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 internship 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: _____

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 in the following areas:

Ceramics Digital Art Studio Art Art Education Special Needs Education

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 session(s) you are available:

Session I: June 24–28 (One Week Only)

Full-time 9:00 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.

Session III: July 15–26

Full-time 9:00 a.m.–5:15 p.m.

Session IV: July 29–August 9

Full-time 9:00 a.m.–5:15 p.m.

Session V: August 12–23

Full-time 9:00 a.m.–5:15 p.m.

**Lead Counselors must work full-time,
Monday–Friday,**

9:00 a.m.–5:15 p.m. for at least one session.

If you are unable to commit to a full-time schedule, but would like to assist with our summer camps as a part-time Counselor-in-Training, please fill out an Counselor-in-Training application here:

<https://www.montclairartmuseum.org/learn-and-create/yard-school-of-art>

If a Lead Counselor position is not available, are you interested in assisting this summer as a part-time Counselor-in-Training?

YES

NO

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

Phone: 973-259-5139

Please submit by April 30, 2019 to be eligible for Lead Counselor.

Counselors-in-Training applications are accepted at any time;
however, it is appreciated if you apply by May 21, 2018



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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
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