

Thank you for inquiring about the possibility of becoming a Studio Assistant/Intern at ClaySpace Ceramic Arts Center.

This material describes the responsibilities, requirements and benefits of a ClaySpace internship, an overview of the selection process and an application form. Please review all material carefully so that you don't delay processing of your application.

ClaySpace is a 501 (c) (3) Not-For-Profit organization.

The mission of ClaySpace is to develop, sustain and promote a not-for-profit art-centered community that provides outstanding educational, artistic and collaborative programs in the ceramic arts to its resident artists and to the general public.

Consistent with our mission, ClaySpace Internship positions are available to a preset number of individuals (18 or older) each year. Internships are for a full 1-year period with the potential to be invited to intern for a second year.

The total number of positions is determined by the constraints of the studio and reviewed by the Executive Board at the start of each new calendar quarter. If there is an opportunity for another intern position all applications less than 60 days old are considered as well as soliciting new applications.

**ClaySpace Intern responsibilities:**

- a. Plan, schedule and complete a minimum of 15 hours intern responsibilities each week, including day, night, and weekend hours as assigned.
- b. Abide by ClaySpace By-Laws and Studio Rules.
- c. Fulfill all responsibilities described for the particular functions assigned.
- d. Fulfill the one year commitment.

**Requirements for ClaySpace Internships:**

- a. Demonstrate sufficient skill in the operation of studio equipment and procedures
- b. Apply to the Board to be added as a new ClaySpace Intern when space becomes available.
  - a. A waiting list will be established for anyone applying to be a ClaySpace Intern after the maximum number is reached each quarter.

**Benefits of a ClaySpace Internship:**

- a. 24/7 access to the ClaySpace facility, supplies, and equipment. (Limited access during workshops and scheduled class times)
- b. Two free firings (1 bisque, 1 glaze) each month
- c. Attend ClaySpace Resident Artist meetings.
- d. Access to be juried into ClaySpace Gallery 107 once each year.

**We require the following items be submitted to apply to be a ClaySpace Intern**

1. A completed ClaySpace Intern application  
Email or mail or drop off your application to  
ClaySpace Ceramic Arts Center  
ATT: Intern Selections Comm.  
740 Front Street  
Lisle, Illinois 60532

**EMAIL items 2, 3, 4 to: [info@clayspace.net](mailto:info@clayspace.net) Be sure to put your last name and “ATT: Intern Applications” in the subject line of all emails.**

2. Your resume listing pertinent education and experiences
3. Pictures of 3-10 pieces of your most current work
4. Your artist's statement

**Completion of the application process may take up to 45 days. Whether or not it is approved, we will let you know the outcome of your application as soon as it is determined.**

- You will be contacted by phone or email to arrange an initial interview. You may be asked to demonstrate your pottery knowledge and/or skills and provide samples of your finished work.
- A reference check will then be completed.
- Your application then must be reviewed and approved by the ClaySpace Board. You may be asked to meet with the board. You may be asked to again demonstrate your pottery knowledge and/or skills and provide samples of your finished work.
- To insure adequate access to the facility and equipment for all Resident Artists the number of Interns allowed is limited. If your application is approved, but there is no immediate opening available your name will be added to the waiting list.
- Before you can receive a key to the facility as an Intern you must complete all required agreements and complete a 2 hour orientation.

**PLEASE PRINT ALL INFORMATION**

Name \_\_\_\_\_ Date of Application \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ U.S. Citizen? \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
 Email \_\_\_\_\_ Website \_\_\_\_\_  
 Gender  M  F Marital Status  Married  Unmarried Under age 18? \_\_\_\_\_  
 Employer \_\_\_\_\_  Full-time  Part-time

**Education** *Please Print*

	Name of school	Graduation Year	Degree
High School			-----
College			
Grad School			

**Which intern position(s) do you wish to be considered for?** Use numbers to indicate 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> choice.

- Studio Assistant/Teaching Intern     Studio Operations Intern     Facility Management Intern  
 Marketing Intern     Website Marketing & Communications Intern  
 Gallery & Sales Intern     Development / Grant Writing Intern

**Do you have a home pottery studio?** \_\_\_\_\_ If yes, what equipment do you have?  
 \_\_\_\_\_  
 \_\_\_\_\_

**Complete as applicable.**

How many pieces do you typically produce in a month? \_\_\_\_\_  
 How many individual or group exhibit/show experiences have you had? \_\_\_\_\_  
 How many individual or group sales experiences have you had? \_\_\_\_\_  
 How much experience teaching ceramics have you had? \_\_\_\_\_  
 \_\_\_\_\_

**Current or past pottery classes or studio or club memberships, if any. Please Print**

	Name of studio/shop/club	For how long?	City & State
1)			
2)			
3)			
4)			

List all classes, if any, taken at ClaySpace *Please Print*

	Subject (Wheel, Handbuilding, Glass, etc)	When? (Year & season)	Instructor
1)			
2)			
3)			
4)			

How many ClaySpace workshops have you attended? \_\_\_\_\_ Sales or Exhibits? \_\_\_\_\_

How did you first learn of the opportunity to be a ClaySpace Studio Assistant/Intern?

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Please "X" all times you will typically be available for intern hours. (15 hours minimum)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Afternoon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Answer if applicable.

How many hours per week do you expect to use the studio for your own work? \_\_\_\_\_

Please "X" times you would like to use the facility for your own work.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Afternoon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

As a ClaySpace Intern, what would be the *primary* focus of your own work?

- Wheel thrown       Hand/slab built       Slip cast  
 Oxidation       Reduction       Oxidation       Reduction       Soda firing  
 Glazes purchased at retail       Available ClaySpace glazes       Personal glaze recipes

## Internship Application

Please "x" all SPECIAL skills that you have

- |  |   |  |   |
|--|---|--|---|
| <input type="checkbox"/> Marketing             | <input type="checkbox"/> Gallery Experience | <input type="checkbox"/> Bookkeeping         | <input type="checkbox"/> Hospitality        |
| <input type="checkbox"/> Graphic Design        | <input type="checkbox"/> Photography        | <input type="checkbox"/> MS Excel            | <input type="checkbox"/> Communications     |
| <input type="checkbox"/> Retail Sales          | <input type="checkbox"/> Grant Writing      | <input type="checkbox"/> MS Word / Publisher | <input type="checkbox"/> Teaching           |
| <input type="checkbox"/> Writing               | <input type="checkbox"/> Carpentry          | <input type="checkbox"/> Website Design      | <input type="checkbox"/> Curriculum Dev't   |
| <input type="checkbox"/> Research              | <input type="checkbox"/> Electrical work    | <input type="checkbox"/> Website Maintenance | <input type="checkbox"/> Interior Design    |
| <input type="checkbox"/> Data Analysis         | <input type="checkbox"/> Painting           | <input type="checkbox"/> Customer Service    | <input type="checkbox"/> Fund Raising       |
| <input type="checkbox"/> Journalism            | <input type="checkbox"/> Plumbing           | <input type="checkbox"/> Facility Mgt        | <input type="checkbox"/> Gardening          |
| <input type="checkbox"/> Working with children |   | <input type="checkbox"/> Working with Teens  | <input type="checkbox"/> Mechanical Repairs |
| <input type="checkbox"/> Other: _____          |   | <input type="checkbox"/> Other: _____        |   |

Are there any extended periods of time each year (3 weeks or more) that you will not be able to fulfill your intern responsibilities? If yes, please explain: \_\_\_\_\_

List below current references who have known you at least 2 years

	Name & Title	Mail Address & Email Address	Telephone
Professional Reference			
Nature of relationship			
Non-related Personal Reference			
Nature of relationship			

Complete if art/ceramics education or experience is required for the internship you are applying for.

	Name & Title	Mail Address & Email Address	Telephone
Pottery/Art Reference			
Nature of relationship			
Pottery/Art Reference			
Nature of relationship			



In this space you may put any information or comments that you believe would be helpful for the board to know when considering your application.

**PLEASE READ before signing your application.**

- A. I voluntarily offer my services as an Intern with a clear understanding that there will be no monetary compensation or promise of future employment.**
- B. I will adhere to all ClaySpace policies and procedures.**
- C. I will readily accept training and supervision from ClaySpace staff.**
- D. I will be courteous to all ClaySpace Resident Artists, students, visitors and staff.**

**I certify I have read and understand the description of my intern responsibilities and items A, B, C, D above and further certify that the information given on this form is true and correct and may be verified by contacting persons or organizations named in this application or other information sources and third parties. I hereby release and agree to hold harmless from liability any person or organization that provides information.**

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**

ClaySpace admits students of any race, gender, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, gender, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs and other administered programs.