



STUDIO INTERNSHIP APPLICATION

Applications Due:
April 15

GENERAL INFORMATION

Baltimore Clayworks was founded in 1980 by nine potters and sculptors to provide both facilities and a stimulating environment for ceramic artists. Located in the northwest corner of Baltimore City, the historic Mt. Washington neighborhood, Baltimore Clayworks is the region's only 501(c)3 non-profit cultural institution dedicated solely to the ceramic arts and is attentive to its community possessing a national and international reputation for artistic excellence, artists' support, and community involvement. Today it operates as a thriving ceramic art center housed in two historical buildings. A renovated library offers studio spaces for 12 current resident artists, classes and workshops, and a renovated convent houses our 4 galleries, administration, slide room, and meeting rooms. Baltimore Clayworks has four program areas: exhibitions, artist residency program, education, and community arts. To this day, Clayworks operates on its original mission: *Baltimore Clayworks exists to develop, sustain, and promote an artist-centered community that provides outstanding educational, artistic, and collaborative programs in the ceramic arts.*

Long-term Studio Internship is a 12-month commitment starting from August and a great opportunity for students who just completed undergraduate studies in Ceramics or Sculpture. A Studio Intern will work approximately 15-30 hours per week with Education Coordinator and Facility Manager for any classroom maintenance, firing kilns, and monitoring and mixing glazes, and also work with some administrative staff for various projects such as creating organizational gifts for donors, special events, exhibitions and gallery, and other studio-oriented assignments. In addition, a Woodkiln Intern will have a hand-on experience working with a master wood-firing potter and our double-chamber noborigama-style wood and wood/salt kiln. In exchange of the service, the intern will have an access to the studio and its shared work space and storage shelves, and also may enroll in one adult class free of charge through our Mt. Washington education program with approval from Education Coordinator. The intern will be surrounded by 12 resident artists and other visiting artists and instructors on a regular basis, and it is up to him/her to connect with and learn from them during the duration of the service. After this internship with us, many of previous interns got accepted to major graduate programs in Ceramics or have acquired jobs in non-profit art organizations and other agencies. We can be your great additional reference for your future career.

This internship is a non-paid position. Most of the past interns had another job to support their financial needs. Lodging is not provided. We encourage the interns to make their own arrangements, or we may be able to help finding one through our network.

ADVANTAGES

- Opportunity to support and learn about non-profit art organizations and studio operation
- Opportunity to work with professionals; resident and visiting artists and instructors
- Access to shared studio space during the studio open hours

5707 Smith Avenue
Baltimore Maryland 21209

T. 410 578 1919 F. 410 578 0058
www.baltimoreclayworks.org

- One free class per session in exchange of the service
- Discount rates on kiln rental, workshops, and ticketed events
- Opportunity to participate in events such as Holiday Sale or other on- and off-site sales

EXPECTATIONS

- 30 hours per week of studio duty and office support during the full-length of the appointment
- Active participations in Baltimore Clayworks events such as opening receptions and fundraisers
- Having a good work ethics and can multi-task, and having a good communication skill with supervisors, resident artists, staff, and public

APPLICATION PROCEDURE

Please submit a completed Internship/Volunteer Application form with your letter of intent, resume, artist statement as well as PowerPoint portfolio of your work. First, your application will be screened by Internship/Volunteer Coordinator. Then it will be reviewed by the committee; a) Internship/Volunteer Coordinator, b) Education Coordinator, and c) Executive Director. Upon acceptance, Internship/Volunteer Coordinator will contact you to discuss the internship possibility.

IMAGE REQUIREMENTS

Please submit 10 digital images of your work from the last two years. Only 2 of the 10 images can be detail shots. All images should be saved in JPEG format with exactly 7 inches/2100 pixels on the longest side at 300 dpi. Image files should not contain any texts on the image itself. All files should be labeled with "applicant's last name_first name_number (SMITH_JOHN_01.jpg)." These images will be used for immediate press purpose upon acceptance.

POWERPOINT & ADDITIONAL MATERIALS

To help facilitate our jurying process, please create PowerPoint of your work. The file should contain 12 pages; a) first page with your name, b) second page with three-bullet bio of yourself, and c) 10 pages of your work images; containing one image per page on black background using the images previously requested without altering the sizes. If you submit more than 10 images, only the first 10 will be considered during the judging process. The file should be labeled with applicant's last name and first name (SMITH_JOHN.ppt), and please compress the file by a) go to "save as," b) click on "tool," c) select "compress pictures," and d) check "Web/Screen." In the order of the presentation, the image description sheet should include: title, materials, methods, firing process, dimensions (HxWxD), date of execution. Personal business card and/or postcards also may be included, but not necessary. (This is your portfolio, so please keep it simple, clean, and professional.)

APPLICATION CHECKLIST

- _____ completed application form
- _____ letter of intent
- _____ resume
- _____ artist statement
- _____ 10 images of work created within the last 2 years
- _____ PowerPoint portfolio
- _____ image description sheet
- _____ other materials (if available)

SUBMIT ALL APPLICATION MATERIALS TO:

Baltimore Clayworks
Studio Internship Application
5707 Smith Avenue
Baltimore, MD 21209

Or

gallery@baltimoreclayworks.org

There is NO FEE for jurying.

Application Materials will NOT be returned.

If you have any questions, please do not hesitate to contact Internship/Volunteer Coordinator via email at gallery@baltimoreclayworks.org or call 410-578-1919 ext.10.



INTERNSHIP/VOLUNTEER APPLICATION

Let's work together within the BALTIMORE CLAYWORKS community!

Please read Internship/Volunteer Description, complete the following application, and submit it with your current resume (if applicable) to the address below or email to gallery@baltimoreclayworks.org

Name _____

CONTACT INFORMATION

Address _____

City _____ State _____ Zip _____

Phone _____

Email _____

CURRENT SCHOOL/WORK INFORMATION AND ADDRESS

Company/School/Department _____

Title/Year/Major _____

Address _____

City _____ State _____ Zip _____

Phone _____

Are you volunteering for academic credits? (See your advisor for requirements) YES/NO

Are you volunteering to collect community service hours? YES/NO

If so; Advisor/Supervisor _____ phone _____

MORE ABOUT YOURSELF

How did you hear about Baltimore Clayworks?

List any internship or volunteer experiences with non-profit organizations or for-profit organizations as well as any other arts background/involvement. (i.e., arts events attended/supported, studies and workshops, memberships, etc.)

I am interested in working in the following area(s) Baltimore Clayworks
(Read *Internship Description*. Check all that apply with X):

- | | |
|-----------------------------------------------------|-------------------------------------------------------------|
| <input type="checkbox"/> Administrative Assistance | <input type="checkbox"/> Educational Programming |
| <input type="checkbox"/> Development/Special Events | <input type="checkbox"/> Children's Program and Summer Camp |
| <input type="checkbox"/> PR/Marketing | <input type="checkbox"/> Studio/Facilities Maintenance |
| <input type="checkbox"/> IT and Graphic Design | <input type="checkbox"/> Woodkiln Program |
| <input type="checkbox"/> Exhibitions | <input type="checkbox"/> Community Arts |
| <input type="checkbox"/> Gallery | <input type="checkbox"/> Other _____ |

Give top two choices of departments/assignments

1) STUDIO INTERN 2) _____

List any goals and other areas of interests that you would like to explore while at Baltimore Clayworks through internship/volunteer program (Be specific):

What other skills/talents/hobbies do you have that you can apply during the time of the service? Do you have anything else that you would like us to know about yourself?

Do you have a vehicle? YES / NO

Do you have a laptop computer? YES / NO

THANK YOU FOR YOUR INTEREST! We will be looking forward to working with you!

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