



903 Sherman Ave. Evanston, IL 60202 847 475 0390 openstudioproject.org

## Open Studio Project

### Studio Assistant/Facilitator in Training Application

Name \_\_\_\_\_ Date of Birth (optional) \_\_\_\_\_  
Address \_\_\_\_\_ Emergency Contact Name \_\_\_\_\_  
City, State, Zip \_\_\_\_\_ Relationship \_\_\_\_\_  
Email \_\_\_\_\_ Phone (cell) \_\_\_\_\_  
Phone (cell) \_\_\_\_\_  
Phone (home) \_\_\_\_\_

#### **Applying for:**

- Facilitator in Training       Intern:       Volunteer  
Employer/School: \_\_\_\_\_  
Occupation/Program: \_\_\_\_\_

◆ How did you find out about Open Studio Project?

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◆ How familiar are you with the Open Studio Process method and our organization?

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Volunteers at Open Studio Project, "Studio Assistants" are involved in various aspects of the studio, from administrative tasks, assisting with programming to preparing for our annual fundraiser. Let us know what your interests are while volunteering at Open Studio Project? (Check all that apply.)

- \_\_\_ Special Events/Gallery: help with hanging shows, at exhibit openings, and at other community events.  
\_\_\_ Fundraising/Finance: help keep the doors open by assisting with our annual campaign, annual report, etc.  
\_\_\_ Research and Program Evaluation: help us better understand what we do and improve it.  
\_\_\_ Marketing: help us spread the word by hanging flyers, posting ads online, social networking and keeping our marketing materials updated.  
\_\_\_ Artopia: (the annual June Dinner/Auction/Fundraiser): join the action in our totally fun, music and art filled annual gala.  
\_\_\_ Office/Administrative Tasks: update our database; assist with mailings, filing, and other projects  
\_\_\_ Studio/Supply Maintenance: help us keep the studio clean, organized, and accessible through regular maintenance, painting walls, sorting donations and supplies, etc.  
\_\_\_ Programming: help us provide classes to various people and groups, children through adults  
\_\_\_ Facilitation: train to become an Open Studio Process facilitator  
\_\_\_ Other: please describe \_\_\_\_\_

If applicable, what specific classes & groups are you interested in working with?

- Connecting with the Creative Process (adults 18 and up)
- Art & Action (elementary school through high school)
- Outreach programming (women and children at a shelter, adults facing mental health issues, etc.)
- Art & Story (ages 9-11) Art & Imagination (ages 6-8)
- Art & Adventure (ages 2-5)

**Education and Experience**

◆ Describe your skills, education, &/or experiences in the creative arts. \_\_\_\_\_

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◆ Describe any education &/or experience you've had in "leadership roles". \_\_\_\_\_

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◆ Describe any skills and experience with organizational and administrative tasks. \_\_\_\_\_

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◆ If applicable, what specific populations have you worked with? (Age groups, specialized populations: i.e. trauma, disability, mental illness, addiction.)

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◆ Please state an Intention for Volunteering (goals, motivations, strengths, doubts, questions).

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◆ What is your availability? Please provide the days, times, and approximate hours per week you could be available.

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◆ What else do you want us to know about you?

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**LIABILITY CLAUSE**

Because volunteers are not employees, they are not covered by Workers' Compensation in the unlikely event they are injured while volunteering at Open Studio Project premises. Open Studio Project has full property, casualty and liability insurance, which covers all staff, volunteers and visitors while on-site in very specific situations. In addition, Open Studio Project has a comprehensive safety program in place to minimize the likelihood of injury to all staff, volunteers and visitors.

If an on-site accident should occur, it may be necessary for a volunteer to seek medical attention and to file a claim through his/her own private health insurance. Open Studio Project will assume no liability for payment of, or reimbursement for, medical expenses beyond that which is covered by its property, casualty and liability insurance.

If a volunteer becomes so ill while providing services at Open Studio Project that he/she cannot go home or seek medical attention, an Open Studio Representative will contact the volunteers' emergency contact. If the medical condition appears to be life threatening, the Open Studio Project Representative will call 9-1-1 for assistance. (Due to liability issues, Open Studio Project staff and fellow volunteers are prohibited from driving someone to a medical provider.) If an ambulance is sent, the volunteer is liable for all medical costs related to transportation and treatment provided by emergency personnel and medical facility staff. Open Studio Project assumes no liability for costs associated with contacting 9-1-1 or subsequent treatment.

Occasionally, Open Studio Project does a workshop or class off-site and volunteers are invited to attend. If the Executive Director, a member of the staff or Board of Directors offers a ride in his/her automobile to a volunteer and there is an accident, any injury to the volunteer will be covered by the insurance of the auto owner. Open Studio Project is not liable for payment of, or reimbursement for, medical expenses incurred by a volunteer who is injured in an automobile driven by a staff member, its volunteers or Board members.

I have read the above and understand and accept these conditions for all volunteers of Open Studio Project.

**Applicant Statement**

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to eliminate me from further consideration for volunteering, or result in termination from volunteering at Open Studio Project. By signing below, I certify that I have read and fully understand all terms of the applicant statement.

Signature \_\_\_\_\_

Date \_\_\_\_\_

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**Office use only:**

Supervisor: \_\_\_\_\_ Classes: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Reports to: \_\_\_\_\_

Schedule: \_\_\_\_\_