



19 Brick Hill Road Newcastle, ME 04553 207.882.6075

## Summer Staff Application Information

Summer staff members at Watershed are responsible for the day-to-day operation of the house, studio, and grounds, in addition to being available to assist, answer questions - in general be a resource - to resident artists and visitors. Positions are available for Summer 2012: May 23 - August 31. Summer staff are expected to work at least 30 hrs/week; this may vary through the summer - some weeks involving more time, others less - and attend weekly staff meetings. Summer staff are afforded three days off every two weeks throughout the summer.

**Deadline for Application Receipt: March 15, 2012**

### Positions available:

Kitchen staff: prepare, cook, serve (buffet style) and clean-up of 3 meals daily for 25-30 people, responsible for shopping & budgeting, supervision of assistants, special event preparations.

Studio Managers: material inventory, equipment, building and grounds maintenance and repair, proficiency with propane & electric kiln firing, special event preparations, available to help resident artists, limited supervision of assistants.

**Compensation:** \$125/week, studio, housing, meals, firings and most materials.

**Checklist:**

- Summer Staff Application Form
- Resume
- Cover letter describing appropriate skills and experience
- Contact information for two references
- 10 images on Mac readable CD with SASE for return

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## Summer Staff Application Form

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Day phone \_\_\_\_\_ Eve Phone \_\_\_\_\_

Email \_\_\_\_\_

Please specify for which position you are applying:

kitchen staff       studio manager

Reference #1

Name: \_\_\_\_\_

Relation: \_\_\_\_\_

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

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

Reference #2

Name: \_\_\_\_\_

Relation: \_\_\_\_\_

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

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