



Rock Island Art Festival (RIAF)
(A Community Event of the Chickasha Area Arts Council - CAAC)

RIAF Co-Director Job Description 2018

The general responsibilities and expectations of a RIAF Co-Director are:

1. Be a current and active member of Chickasha Area Arts Council.
2. Be very committed to the Festival and its mission of providing a fun, family-friendly, multi-arts experience for the community and state.
3. Be a strong, effective, friendly, creative, patient and cooperative leader.
4. Oversee all phases of the RIAF from beginning to completion, including required grant reports.
5. Collaborate with CAAC Treasurer to develop and oversee budget.
6. Organize and oversee multiple fundraisers for RIAF.
7. Seek sponsorships and contributions for the RIAF.
8. Recruit and collaborate with RIAF committee chairs.
9. Take the lead responsibility of committees that have no designated chair.
10. Plan and oversee regular RIAF committee meetings throughout the year.
11. Coordinate the implementation of committee ideas and recommendations.
12. Make outreach efforts into the local and state community to garner all types of support.
13. Be accountable to the CAAC Board, attend all monthly CAAC meetings and make monthly progress reports.
14. Review, design and collaborate with web designer to ensure correct and updated information is posted on the website and other social media sites.
15. Oversee promotion of the RIAF – locally, regionally and state wide.
16. Research Grants available to the RIAF.
17. Collaborate with CAAC Treasurer and grant writer to finalize all grant reports, online and support documents.
18. Payment for RIAF Director/Co-Director Position is determined by the CAAC Board of Directors. Payment is made in two equal increments. The first payment will be paid upon completion of the RIAF, including cleanup and finalization of all requirements of the Festival. The second payment will be paid upon completion of all grant reports, which shall transpire no longer than 30 days after the close of the Festival.



Rock Island Arts Festival (RIAF)

(A Community Event of the Chickasha Area Arts Council - CAAC)

RIAF Co-Director Application - 2018

DUE: FRIDAY, NOVEMBER 24, 2017

NAME: _____

MAILING ADDRESS: _____

PHONE NUMBER(S): _____

EMAIL ADDRESS: _____

BIO/RESUME INFORMATION: Include experiences and dates in leadership positions. Include a separate sheet if needed.

Have you attended the Rock Island Arts Festival? _____

Have you been actively involved in working with the Rock Island Arts Festival? If so, when and how? _____

What talents and skills will you bring to the RIAF? _____

Return completed application and biography/resume to:

CAAC, PO Box 505, Chickasha, OK 73023

Mail slot at 1301 S. 7th St.

website: chickashaarts.org email: chickashaarts@gmail.com



First Saturday Morning Art Classes (FSMA) for Children (A Children's Arts Experience of the Chickasha Area Arts Council)

Art Instructor Requirements for 2018

The general requirements for the contracted and 'class by class' paid position are:

- 1. Be a current and active member of the Chickasha Area Arts Council.**
- 2. Have a State Teaching Certificate, Student Teacher Status, or be a professional artist, musician, dancer, author, etc. with considerable experience in ones' art form (Include with the application a resume substantiating or other credentials validating level of experience in working with children and teaching). If a new/first time teacher with the CAAC, individual is to observe and assist with at least one First Saturday Morning Art Class before teaching.**
- 3. Others with arts-related experiences who wish to teach a Children's Art Class are to attend and participate with a CAAC Instructor in at least one class, as arranged with the FSMA Class Coordinator and the Instructor.**
- 4. Submit the 'title' of the art experience, a description of the project to be taught and an 'image or graphic' of the project to the FSMA Class Coordinator and CAAC Secretary 14 days before the class to use in promotion of class in the media, emails, website and Facebook.**
- 5. Complete and turn in a copy of the lesson plan (as required by the Oklahoma Arts Council) to the FSMA Class Coordinator 14 days before the class date and include a list of supplies needed for the class.**
- 6. Instructor is to complete the 'Instructor Evaluation' section on the Lesson Plan after the class is completed and leave the form in the classroom for the FSMA Coordinator.**
- 7. Be accountable to the CAAC Board of Directors; attend CAAC meetings to report on the class.**
- 8. Prepare classroom and have art supplies set up and ready before children and parents arrive.**
- 9. Greet children and families at each class, have sign-in sheets and student and parent survey forms available, be familiar with all of CAAC activities and help promote these in the class, encourage CAAC membership and 'thank' children and families for supporting the CAAC.**
- 10. Have students and parents complete their individual survey and evaluation forms before leaving the classroom. Surveys and evaluations remain in the classroom.**
- 11. Following the art class, clean floor, tables and chairs and prepare the classroom for the next art class. Leave supplies neatly organized and ready for storage.**
- 12. Payment for instructors is determined by the CAAC Board of Directors. Payment is made after completion of the class, classroom is cleaned, supplies stored, parent and student**

survey forms completed and lesson plan evaluation is finalized and left with the FSMA Coordinator.



First Saturday Morning Art Class for Children
(A Children's Arts Experience of the Chickasha Area Arts Council since 2012)

Instructor Application for Children's Art – 2018
DUE: FRIDAY, NOVEMBER 24, 2017

NAME: _____

MAILING ADDRESS: _____

PHONE NUMBER(S): _____

EMAIL ADDRESS: _____

RESUME/BIO INFORMATION: Include experiences and dates in leadership/instructor positions. (Include a separate biography/resume page if needed)

Have you taught Art Classes? If so, when and where? _____

Have you taught Children's Art Classes, ages 4-12? If so, when and where?

What interests, talents and skills will you bring to the First Saturday Morning Art Classes for Children?

Return completed application and biography/resume to:

CAAC, PO Box 505, Chickasha, OK 73023
Mail slot at 1301 S. 7th Street
website: chickashaarts.org email: chickashaarts@gmail.com



Adults and Youth (ages 13 & older) Art Classes and Workshops (An Arts Experience of the Chickasha Area Arts Council – CAAC)

Instructor Requirements: Adult & Youth Art Classes & Workshops **2018**

The general requirements for the contracted and 'class by class' paid position are:

1. Be a current and active member of the Chickasha Area Arts Council (CAAC).
2. Be an experienced, well-trained OR professional artist, musician, dancer, author, etc. in an arts-related field.
3. Submit the 'Title' of the Art Class or Workshop and include a description of the project to the CAAC Secretary 14 days before the event to use in promotion through the media, email and Facebook.
4. Turn in a list of supplies needed for the Class or Workshop to the Executive Board at least 14 days before the class date.
5. Be accountable to the CAAC Board of Directors and attend CAAC meetings to report on the Class or Workshop.
6. Prepare the room and have supplies set up and ready before the registered participants arrive.
7. Following the Class or Workshop have participants complete a simple survey and leave in the classroom.
8. Following the Class or Workshop, clean floor and have tables, chairs and classroom ready for the next event.
9. Leave supplies neatly organized and ready for storage.
10. Each Class or Workshop is to be approximately 1 - 2 hours in length.
11. Some Classes or Workshops may continue for more than one session.
12. Payment for Instructors is determined by the CAAC Board of Directors. Payment is made after completion of the Class or Workshop, room is cleaned, supplies are ready for storage and participants' surveys are completed and left in the classroom.



Adults & Youth (ages 13 & older) Art Classes and Workshops
(An Arts Experience of the Chickasha Area Arts Council - CAAC)

Instructor Application: Adult & Youth Art Classes & Workshops – 2018
DUE: NOVEMBER 24, 2017

NAME: _____

MAILING ADDRESS: _____

PHONE NUMBER(S): _____

EMAIL ADDRESS: _____

BIO INFORMATION: Include experiences in leadership and instructor positions. (Can include a separate biography page)

Have you taught Art Classes and Workshops? If so, when, where and with what age group?

What interests, talents and skills will you share with those registering for Art Classes and Workshops? _____

Return completed application and biography/resume to:
CAAC, PO Box 505, Chickasha, OK 73023

website: chickashaarts.org email: chickashaarts@gmail.com



ArtScope 2018

(A Community Event of the Chickasha Area Arts Council - CAAC)

ArtScope Co-Director Job Description - 2018

The general responsibilities and expectations of the ArtScope Co-Director are:

- 1. Be a current member of the Chickasha Area Arts Council.**
- 2. Attend the monthly meetings of the Chickasha Area Arts Council as an ArtScope representative to present ArtScope reports and updates.**
- 3. Be organized, thorough, flexible, knowledgeable, and able to work with youngsters, ages 8-12**
- 4. Be an enthusiastic, encouraging and positive role model for students.**
- 5. Be a leader and member of a team of professionals working with the camp.**
- 6. Seek and research for funds to support student scholarships**
- 7. Have good computer skills to document all information on campers, expenses, etc.**
- 8. Follow duties and responsibilities as outlined:**
 - a. Prepare for ArtScope by following guidelines given on ArtScope computer as stated but not limited to:**
 - i. Have meeting with all those involved with ArtScope in January 2018.**
 - ii. Obtain signed contracts from each Instructor for ArtScope 2019 prior to 2/1/18. This is to meet the requirements for Oklahoma Art Council's grant for the following year.**
 - iii. Follow schedule for the ArtScope program, such as copies of flyer, camper's agreement scholarship requirement, acceptance as camper, CITs, etc., mailings, response to campers with agreement.**
 - iv. Arrange for T-Shirts with ArtScope logo for campers, instructors, classrooms to utilize and janitors in buildings used by program.**
 - v. Keep accurate records of campers in divisions of master's courses and ages in order to track numbers of each grouping.**
 - vi. Contact local newspapers and radio stations by providing articles about ArtScope. CAAC Secretary will help write articles.**
 - vii. Keep copies of all published flyers, scholarship forms, CITs forms, newspaper articles, and radio releases to turn in with grant requirements.**
 - viii. Develop evaluation and survey forms for instructors, campers and parents to complete and submit a summary of results with the grant report.**
 - ix. Plan for guest artisans to work with the campers on a chosen day.**

- x. Plan with the Instructors the final Showcase presentation to be performed by the campers for families and friends.**
- b. Prepare a budget with the Chickasha Area Arts Council Treasurer.**
- c. Write receipt for all monies received for tuition and CDs. CAAC's Secretary will help with writing receipts for tuition.**
- d. Request all paid staff sign a W-9 prior at the beginning of camp.**
- e. Request pay for instructors at the beginning of second week of camp.**
- f. Use spread sheet as provided on computer to document the use of expenditures for each section.**
- g. Keep receipts in order of date of each purchase made.**
- h. Prepare a complete and typed summary of all phases of the Camp for the OAC Grant Report.**
- i. Be responsible for organizing and completing OAC Support Documentation Notebook with assistance from the CAAC Secretary.**
- j. Co-Directors' pay will be determined by the CAAC Board of Directors and part will be paid on the completion of ArtScope and the final payment after OAC Grant Reports are submitted.**
- k. Submit and confirm facility request required by ArtScope with the University of Science and Arts of Oklahoma for the following year.**
- l. Design, distribute and review Counselor-in-Training (CIT) application and notify CITs of acceptance in program by May 15, 2018. Application is to be signed and dated by CIT and parent/guardian.**



ArtScope 2018

(A Community Event of the Chickasha Area Arts Council – CAAC)

ArtScope Co-Director Job Description 2018 Application & Bio/Resume

DUE: FRIDAY, NOVEMBER 24, 2017

1. NAME: _____

2. MAILING ADDRESS: _____

3. PHONE NUMBER(S): _____

4. EMAIL ADDRESS: _____

5. BIO/RESUME INFORMATION: Include experiences and dates in leadership positions. (include a separate page if needed)

6. Have you worked with ArtScope and/or attended any of the camps?

7. If so, when and in what capacity? _____

8. What talents and skills will you bring to ArtScope? _____

Return completed application and biography/resume to:

CAAC, PO Box 505, Chickasha, OK 73023

Mail slot at 1301 S. 7th St.

website: chickashaarts.org **email: chickashaarts@gmail.com**