



THE ARTS COMMISSION
INSPIRING A VIBRANT TOLEDO

YAAW 2021 Apprentice Job Description and Expectations

Job Description

- Work with YAAW Program Staff to research, pool creative ideas and designs, work in teams, and ultimately be responsible for the design concepts and timely completion of assigned projects.
- Actively participate during group discussions.
- Work with YAAW Staff to produce and create artwork (all artwork created will be the property of The Arts Commission) that will be for sale at upcoming events. Any work you create while working for our YAAW program will be evaluated, priced, and sold to support the YAAW program budget.
- Keep a safe working environment (no horse play) for all participants, utilizing appropriate safety equipment.
- No loitering or horse-play in common hallways of Center for the Visual Arts. There are university students and faculty that will be working in this building. Be courteous and professional while traveling by their offices and rooms. Noise should be kept to a minimum.
- Follow instructor's directions.
- Ask questions; if you are not sure what to do, ask.
- Help staff prepare YAAW locations for daily equipment set-up, site exhibition, field trips and installations.
- Be ready to continue your projects with minimal direction.
- Ensure that YAAW supplies and resources are available for the completion of each project assigned. If you think we are getting low on a certain supply item (like red paint), let your instructor know.
- All supplies you are using are the sole property of the YAAW program and need to be handled with care. All equipment should be properly cleaned and stored everyday. Please do not leave dirty brushes (wash them right away) or other items for someone else to take care of, take pride in your work and take pride in your tools. Do not waste precious art materials needed for YAAW projects.
- This is a JOB so we expect everyone to be a responsible member of our TEAM and follow these guidelines. These are serious subjects and **WILL NOT** be taken lightly.
 - a. NO foul, disrespectful, racial, ethnic, suggestive (sexual overtones) or otherwise unacceptable language will be tolerated.
 - b. Keep your hands to yourself and respect other people's personal space.
 - c. No headsets, no cell phones, no beepers will be allowed to be used during the work day.
 - d. If music is played it will be the instructor's choice as to what is on the radio.
 - e. Do not question what is being asked of you, we may do art research and practice methods that you need to be part of, so give us a chance and learn from our experience.
- You are Ambassadors for The Arts Commission, so you will be expected to interact, answer questions and be polite with the public, donors, Arts Commission staff and Arts Commission Board of Trustees whenever they visit our site.

- Promptly bring all questions, concerns, and problems to the attention of the Instructors or the Youth Services Manager.
- All of these rules apply whether the program is virtual/remote or in person.
- If you choose not to follow the rules set for the YAAW program, your first warning will be a written notice; your second warning will be a written notice warning termination that your parent/guardian must sign. The third notice is immediate termination.

As a YAAW employee you will:

- Be paid the minimum wage of \$8.80 per hour and work 30 hours per week:
 - Daily Monday – Friday
 - From 9:00am – 4:00pm with a one hour unpaid lunch.
(Don't forget to pack a lunch or bring money for the restaurants near the worksite.)
 - For six weeks Monday, June 28 – Friday, August 6, 2021 (YAAW will NOT be in session on Monday, July 5, 2021. Apprentices will NOT be paid for this day.)
 - The work location will be at:
Center for the Visual Arts, 620 Grove Place, Toledo, Ohio 43620 (next to the Toledo Museum of Art) unless otherwise specified that the program will be remote or conducted at various sites.
- **Be assigned** to work on a variety of salable arts projects that **will become property of the Arts Commission.**
 - Projects may include: working on a public mural, sculpture, ceramics, printmaking, photography, graphic design, poetry, theatre etc.

General Expectations:

As good employees, all apprentices will be expected to:

- arrive on time
- be productive
- be respectful of all staff and fellow apprentices
- follow directions
- dress appropriately

In order to receive your first paycheck, the following employment documents must be received by **June 16, 2021** (These documents will be mailed upon your acceptance of the job offer):

- Waiver of Liability
 - Permission to use images in YAAW Promotional Materials
 - Medical Information and Release
 - Guardian Consent Form
 - Wage Agreement Form
 - Copy of Photo ID (state or school)
 - Copy of Social Security card or Birth Certificate
 - Completed W-4 and I-9 forms for the payroll process
- ***Please contact us if you have any trouble providing us with a copy of the stated documents.

Payroll

- Payroll will be processed on a 2-week cycle.
- Paydays will be on: TBD (The last paycheck will be mailed to the apprentice)
- Attendance will be taken two times a day -- at 9:00 AM and at 1:00 PM after lunch. Do not be late; it will be documented.
- You will take your one-hour lunch break from 12:00 (noon) to 1:00 PM. This is an unpaid lunch hour, so schedule and plan your hour carefully so you are ready to work again promptly at 1:00 PM.

Attendance Policy

- Missing the first day of employment will result in termination of your employment with YAAW.
- Having more than 3 absences will result in termination of your employment with YAAW.
- If you are going to be late or absent from work, you need to call the YAAW cell phone (phone number will be provided at the orientation) as soon as possible. Calling in the day after the absence is NOT acceptable. Leave a message with your name and a return phone number.
- The policy for tardiness and absences is as follows:
 - If you are late, your pay will be deducted.
 - If you have more than 3 absences, you will be dismissed from the program.
 - Tardiness is a serious matter. If you find that you are running late, please call the YAAW cell phone (phone number will be provided at the orientation) as soon as possible.
 - If you know that you are going to be out for any reason, let us know ahead of time in writing.
- Be here on time so we can keep accurate records of attendance. The program is scheduled to start at 9:00 AM sharp and finish at 4:00 PM. DON'T start to clean up early. Your instructor tells you when to start cleaning up your area.
- If you show up late for work in the morning, if you depart early from the end of the day, or if you extend your lunch without letting the staff know in writing in advance (i.e. the day before) there will be disciplinary consequences.
- Your instructors will monitor and document if you choose not to work during work time. YAAW employees who are being unproductive will be reported to the YAAW Coordinator.

Dress Code

There is a dress code, which consists of:

- No open-toe shoes
- No T-shirts with inappropriate writing/messaging
- No short skirts/shorts less than 6-8" above the knee
- No half shirts/tank tops
- You are working artists - wear workable clothing!

Communication

- It is expected of you to use appropriate language to both your peers and the teaching staff of the program.
- Appropriate language does NOT include:
 - a. Foul language
 - b. Any ethnic or racial slanders
 - c. Any remarks with sexual overtones
- In the YAAW workplace, you are expected to communicate with respect.

Cell phones

- Cell phones must be turned off during working hours.
- In special situations, cell phones may be used with prior approval from the program staff.
- Cell phones used without permission will be held by staff until the end of the day and will result in a written warning.

Touching

- Absolutely no touching will be tolerated unless it is instructed by your teachers for work purposes. This policy applies to everyone including boyfriend/girlfriends.