



THE ARTS COMMISSION
INSPIRING A VIBRANT TOLEDO

YAAW Senior Apprentice Performance Standards

The following goals and objectives will be used as the performance criteria by which the evaluation of the Young Artists At Work (YAAW) Senior Apprentice for The Arts Commission will take place.

YAAW Program Statement of Purpose

To inspire and develop the creative capacities of diverse local youth through arts based employment empowering them to contribute to a more vibrant community.

YAAW Program Goals

- To engage and employ at-risk and under-served youth
- To engage and employ youth that represent Toledo's diverse economic, ethnic and racial constituency.
- To discover and nurture the artistic and creative talents of the apprentices.
- To foster an understanding, appreciation and respect for art, artists and aesthetic values.
- To expose the apprentices to the rewards and responsibilities of productive employment, (pride in workmanship, goal definition, implementation and achievement, creative problem solving, cooperation and negotiation, productivity, self-discipline, etc.)
- To develop the apprentices' vocational and employability skills.
- To encourage students to pursue and explore career and educational opportunities in the arts or allied fields.
- To inform, enlighten and challenge participants by providing projects and curricula that are emotionally engaging, intellectually stimulating, and physically rigorous, thereby building confidence and self-esteem.
- To create objects for sale or display that demonstrate good craftsmanship and quality and that will benefit the community.
- To expose the general public to the techniques and methodologies of visual research and the creative process.
- To educate the public about the arts and promote the merits of providing, preserving and supporting public art and arts programs of The Arts Commission and in general.

Responsibilities include, but are not limited to:

Provide a positive and impactful experience for youth apprentices:

- Assist YAAW Coordinator and Instructors in administering daily curriculum and preparing for field trips and other YAAW related events.
- Assistance in the development of youth employability skills in a six-week summer youth program.
- Monitor or substitute teach apprentices in work area for other teaching staff as needed.

Attendance Requirements & Expectations:

- Interact in a professional manner with the public, donors, Arts Commission staff, and The Arts Commission Board of Trustees.
- Be in attendance, on time (8:30am set-up) and prepared for the entire length of the program (June 25 - August 3).
 - 8:30am Setup
 - 9:00am - 12:00pm 1st part of work day for apprentices
 - 12:00 - 1:00pm Lunch
 - 1:00 - 4:00pm 2nd part of work day for apprentices
 - 4:00 - 4:30pm (Staff meeting time)
- Follow procedures for requesting days off or unexpected absences
- Attend all YAAW program staff meetings on site. During the YAAW program, staff meetings will be held during the work day or from 4-4:30pm no more than three times per week unless there is an emergency and an additional meeting is necessary.
- Participation in site set-up and tear down for the entire length of the program.
- Participate in YAAW promotional projects and media events as requested.
- Completion of Apprentice Program Evaluation or Staff Exit Interview at end of program.

Safety & Discipline

- Provide a safe working environment for all apprentices
 - Utilizing appropriate safety equipment.
 - Adhering to OSHA and Child Labor guidelines.
 - Maintaining a physically and emotionally safe environment.
- Promptly bring all questions, concerns, and problems to the attention of the YAAW Coordinator. If the Coordinator is unavailable, contact The Arts Commission Artist and Youth Services Coordinator.
- Professionally represent The Arts Commission at all times.

Ensuring supplies are available for the completion of each curriculum:

- Work with YAAW Coordinator, instructors, and assistants to ensure that supplies and resources are available for the completion of each curriculum
- Running errands to buy needed supplies and delivering or picking up items at the Arts Commission offices.

Maintain Records using a consistent system set by leading staff members:

- Assist in maintaining apprentice timesheets in an organized and accurate manner.
- Assist in an organized administration and filing of all evaluation forms.
- Assist in keeping accurate records of attendance, materials and supplies.

Support teaching staff members in administering daily curriculum:

- Keep YAAW apprentices engaged, focused, and productive.
- Assist in creating inventory and documentation of completed works.

Assist with exhibition and performance needs:

- Assist in hanging artwork and set-up of the on-site gallery and special event displays (early August).