

URBAN ARTS SPACE

THE ARTS INITIATIVE IN THE COLLEGE OF ARTS AND SCIENCES

50 W TOWN ST SUITE 130
COLUMBUS OH 43215

TEL 614 292 8861

WEB uas.osu.edu



New Employee / Volunteer Application

Today's Date: _____ Email: _____

Name: _____ Phone: _____

Street Address/City/State/Zip: _____

What school do you attend? _____

Major(s) and/ Minor(s): _____

Year: _____ BuckID # (if applicable): _____

Employment Areas of Interest (check all that apply):

- | | |
|-----------------------------------------------|-----------------------------------------------------|
| <input type="checkbox"/> Design | <input type="checkbox"/> Website |
| <input type="checkbox"/> Education | <input type="checkbox"/> Social Media |
| <input type="checkbox"/> Exhibitions | <input type="checkbox"/> Program and Event Planning |
| <input type="checkbox"/> Communications | <input type="checkbox"/> Accessibility |
| <input type="checkbox"/> Professional Writing | <input type="checkbox"/> Sustainability |
| <input type="checkbox"/> Operations | <input type="checkbox"/> Media |
| <input type="checkbox"/> Marketing/Business | <input type="checkbox"/> Video |
| <input type="checkbox"/> Finance | <input type="checkbox"/> Photography |
| <input type="checkbox"/> Outreach | <input type="checkbox"/> Volunteer |
| <input type="checkbox"/> Grants | |

Desired Availability

Ideal Start Date: _____

We are looking for long term, dedicated, motivated employees. What is the minimum time commitment you feel you could make at the Space? (e.g. 1 year)

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Please enter you availability during our normal staffing hours: 10:30am to 6:30pm, Tuesday through Saturday and until 8:30pm on Thursdays, which you are currently available. Please consider travel time to and from the Space as needed for classes, other jobs, etc.

Shifts must be at least 3 hours long. Please only indicate availability that allows for this.

	In	AM/PM	Out	AM/PM
Tuesday				
Wednesday				
Thursday *				
Friday				
Saturday				

* Open till 8:30

Why do you want to work at the Space?

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Supplemental Materials

Some positions require additional materials to be sent along with your submittal of this application, your resume and cover letter. Please see below for applicable materials based on your employment areas of interest.

- Design: Please send at least 5 samples of your design work. If possible, we are looking to see samples of layout and typography, your ability to work within a brand, and samples of individual as well as group projects you have done (please distinguish between individual vs. group work and describe your role in the group).
- Communications and Education: Please send 3 samples of writing. A range of writing styles is preferred including but not limited to promotional, essay or research-format.
- Video and Photography: Please send a **link** to samples of work. If possible, we are looking to see a variety of video shooting/still-shot perspectives and editing styles with at least one example of a promotional-type project.

To apply for a position at OSU Urban Arts Space please read carefully the following application instructions. If you do not include all of the requested materials, your application will be incomplete and will not be considered. No phone calls please.

Send in a single email:

- a) **Cover Letter** addressing your qualifications and interest in working at the Space in the desired areas
- b) **Resumé**
- c) Completed Urban Arts Space **Application**
- d) Applicable **Supplemental Materials**

Send to uasemployment@gmail.com. All documents must be in Word or PDF format. In order to avoid spam and scams, we request that you type in the subject line of your email the following information:

Job Application: Your Last Name, Your First Name (Your First Employment Area of Interest)

Example: Job Application: Buckeye, Brutus (Design)

Thank you for your interest in working or volunteering at the Space!
