

### ArtScope 2023

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

**ArtScope Co-Director Job Description - 2023**

**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. **Research and apply for funds and request donations to support student scholarships and the**

**ArtScope program.**

1. **Have good computer skills to retain and document all information on campers, expenses, etc.**
2. **Follow duties and responsibilities as outlined below:**
   1. **Prepare for ArtScope by following guidelines as stated below but not limited to:**
      1. **Have a meeting before the end of January 2023 with all those involved with ArtScope 2023.**
      2. **Arrange for meeting(s) with the staff at least one or two times after the initial meeting in January to get updates, answer questions, collect supply lists, etc.**
      3. **Obtain (1) signed ‘Letter of Intent’ for the ArtScope 2024 OAC Grant Application, if needed, and (2) signed ‘Contract’ and current resume from each Instructor and staff member for ArtScope 2023 prior to Feb. 1, 2023. These are to be submitted to the Oklahoma Arts Council to meet the requirements for OAC’s 2024 grant application.**
      4. **Prepare for the ArtScope program by: developing and distributing a flyer by February 15 to begin the early promotion of the camp; updating camper’s application form; updating agreement for those applying for scholarships; replying to parents with acceptance of students in the camp by emailing/mailing the Prospectus that is to be completed and returned before camp begins; selecting and train CITs to help with camp/campers; etc.**
      5. **Make arrangements for and oversee: designing of T-Shirts with ArtScope logo for campers and instructors; classrooms to utilize for camp and janitors; moving supplies to USAO for camp; inventorying supplies; and storing supplies after camp.**
      6. **Keep accurate records of all campers in divisions of: master class selected, ages, ethnicity, scholarships, etc. in order to track numbers of each grouping and to use as a part of the OAC Grant Report following camp.**
      7. **Help promote the ArtScope program through local newspapers, radio stations and social media/websites. CAAC Secretary will help write and email articles for press releases. Consider doing an interview with KOOL 105.5 radio in the spring.**
      8. **Keep copies of all flyers, scholarship forms, CIT forms, newspaper articles, and radio releases to turn in with OAC grant report.**
      9. **Develop evaluation and survey forms for instructors, campers and parents to complete. Submit a complete summary of results for the OAC grant report.**
      10. **Well before camp activities begin, make arrangements with guest artist(s) who will work with students on the last day of camp.**
      11. **Plan with the Instructors the final Showcase presentation where campers’ art work is displayed and performed for families and friends. Design a Showcase ‘program’ for the event and that can be included with the OAC grant report.**
      12. **Plan that the local OK Senator and two Representatives receive letters informing them about the ArtScope program, an invitation to the Showcase and a ‘thank you’ for their support of ‘The Arts’. Include information that ArtScope received an OAC grant.**
   2. **Prepare a budget with the Treasurer of the Chickasha Area Arts Council.**
   3. **Write receipts for all monies received for tuition and CDs. CAAC’s Secretary will help with collecting applications from the PO Box and writing receipts for tuitions.**
   4. **Request all paid staff sign a W-9 prior at the beginning of camp. Request pay for instructors at the beginning of second week of camp.**
   5. **Use spreadsheet as provided on computer to document the use of expenditures for each section.**
   6. **Keep receipts in order of date of each purchase made.**
   7. **Prepare a complete and typed summary of all phases of the camp for the OAC Grant Report.**
   8. **Complete the online OAC Grant Report following the completion of camp with advice from the CAAC treasurer on the financial/budget section of the report.**
   9. **Be responsible for helping organize, complete, approve and submit the materials for the OAC Support Documentation with the CAAC Secretary’s assistance.**
   10. **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.**
   11. **Select date for ArtScope 2024 and submit and confirm facility request with the University of Science and Arts of Oklahoma for the following year.**
   12. **Design, distribute and review Counselor-in-Training (CIT) applications and notify CITs of acceptance in program by May 15, 2023. Applications are to be signed and dated by CIT and parent/guardian.**
   13. **Write and submit the online OAC Grant application for 2024, usually due in February. The CAAC Secretary will help organize materials for the Support materials that are required.**
   14. **Encourage all ArtScope staff to become CAAC members.**



# ArtScope 2023 – 25th Anniversary

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**ArtScope Co-Director Job Description 2023**

**Application & Bio/Resume**

**Completed application AND current biography/resume**

**must be received by the CAAC by Fri., Sept. 16, 2022**

1. **NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **MAILING ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
3. **PHONE NUMBER(S): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
4. **EMAIL ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
5. **CURRECT BIO/RESUME INFORMATION: Attach a complete list of experiences and dates in leadership positions.**
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? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mail: CAAC-ArtScope 2023, PO Box 505, Chickasha, OK 73023-0505**

**The CAAC is located at 521 W. Chickasha Ave., Chickasha, OK**

[**website: chickashaarts.org**](mailto:website:%20%20chickashaarts.org) **email:** [**chickashaarts@gmail.com**](mailto:chickashaarts@gmail.com)

**CAAC office phone: 405-448-5036**