



Application Process

The Application Process is one of the most important steps in successful apprenticeships. Matching the right student and artist ensures that the creative process has a positive, significant impact on both parties. Several selection tactics can help facilitate the process toward a rewarding partnership. These activities are outlined below, with examples to guide artists and students in this preparatory stage. The Application Process includes four major areas:

- 1. Call for applications;**
- 2. Completion and review of applications;**
- 3. Interviews between artists and potential apprentices;**
- 4. Selection of candidates.**

It will take approximately two – two/half months, from notification to selection, to complete the Application Process. An estimated timeline for the process is as follows:

Call for Applications	3-5 weeks
Application	3 weeks
Interviews	1-2 weeks
Selection	1-2 weeks

Call for Applications

To ensure that qualified applicants – both artists and students – are notified of the opportunity for apprenticeships, the call for applications cycle is very important. This cycle needs to include the following:

- Announcements to all major information networks (such as craft guilds, community centers, local/state arts organizations, etc.)
- Description/Profile of the Apprenticeship, including but not limited to:
 - Minimum qualifications for participants (students and artists)
 - Compensation
 - Length of apprenticeship
 - Key benefits (for artist, student)
- Contact (either an individual, website or organization) to provide additional information, answer questions, distribute applications
- Deadline for applications

Allow at least three to five weeks for the notification cycle. Depending on the time of year that the apprenticeship is offered, the sponsoring organization may need to start six months prior to the program (for example, announce in January for a June apprenticeship program). This advance notice allows ample time for potential applicants to complete the required documentation, receive orientation about the proposed apprenticeships, and concisely understand the responsibilities and expectations of both parties for a successful apprenticeship experience.



Applications

A detailed application is vital to capture the most accurate information for qualifying candidates. Key information for students to provide:

- Name & Contact details (address, city, state, zip; telephone, e-mail)
- Qualifications: prior work and related experience
- Education, specifically any craft-related classes or curriculum
- Learning expectations from apprenticeship

Sample applications are included in the appendix for reference. In addition to the actual application, some work samples and references may be requested. If personal interviews are scheduled as part of the selection process, the student may be asked to bring a portfolio for review.

Interviews

Some artists may want to meet in person to review portfolio or test specific skills necessary to complete the apprenticeship. The personal interview can be a great opportunity for students to determine the appropriate fit to ensure a successful apprenticeship.

To have a competitive advantage, it is recommended that students learn as much as possible about the artist(s), and make some determinations regarding their preferred work environment PRIOR to the interview. Here are some areas to explore during the interview.

Identify preferred learning environment:

- Single artist (working on commissionable or wholesale items)
- Small studio (few employees) with retail component
- Production facility with multiple employees

Identify the right artist:

- Knowledge of work (gallery, website, studio)
- Alumni of Residency Program
 - University art programs
 - Community college craft programs
 - Craft school programs (Penland, Arrowmont)
- Alliance with Professional Associations
 - Southern Highland Craft Guild
 - American Craft Council
 - Exhibitor at Craft Shows, Fairs
 - Featured in Industry magazine, periodical



Steps for Completing the Student Application Process

1. Set out goals and objectives for apprenticeship.
2. Identify apprenticeship programs available: research schools, artists and third-party organizations that host apprenticeships
3. Create portfolio to showcase work
4. Prepare list of references and secure letters of support, endorsement from former employers, teachers and other leaders
5. Complete and submit application
6. Research artists' to determine best fit
7. Participate in personal interview, schedule studio tour or other opportunity to meet with potential master artists