

## INTERNSHIP/RESIDENCY APPLICATION FORM

Name: \_\_\_\_\_

Current Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Date of proposed Residency: \_\_\_\_\_

### Include the following items with this application:

1. A CD with 15 high resolution digital images of your most recent work.
2. A hard copy of your digital image list with title, medium, size and date executed for each image.
3. Resume.
4. Residency proposal letter stating preferred dates and what you plan on accomplishing during your stay at Xiem Clay Center.
5. Artist's Statement.
6. Names and contact information for three references.

**Note: All above materials will not be returned.**

### Internship dates available:

- January 12th – April 30, 2010      **Application deadline: September 26, 2009**
- May 4th – August 27, 2010      **Application deadline: January 16, 2010**
- September 1st – December 23, 2010      **Application deadline: May 22, 2010**

### Who should apply?

Artist/student who is pursuing a Master's or finishing a Bachelor's degree in ceramic arts.

### Send Application Materials To:

**Xiem Clay Center**  
1563 North Lake Avenue  
Pasadena, CA 91104  
Attn: Internship/Residency Program



### Internship Description:

Xiem Internship Program is an intensive internship designed to expose students to all the aspects of studio, store, and gallery work.

### Education and Skill Pre-requisites:

Intern must:

- Be pursuing a Master's or finishing a Bachelor's degree in ceramic arts.
- Have a wide-range of computer skills, including operation of the Microsoft Office suite.
- Have strong interpersonal and communication skills.
- Have experience of firing of gas and electric kilns.
- Be willing to learn

### Responsibilities:

Each intern is expected to work approximately 30 hours a week, though this will vary from time to time. Generally, the hours will be Tuesday-Saturday. The following is a broad overview of some of the responsibilities of the intern. Mentorship and/or direction will be given in each aspect. Responsibilities will expand to include the broad spectrum of Xiem Center operations.

### Studio

- Assisting with firing gas and electric kilns
- Mixing glazes
- Handling slip and excess clay for disposal
- Purging greenware and bisque pieces
- Setting up for classes
- Unloading clay
- Answering questions for members and students

### Administrative

- Answering phones and emails
- Assisting customers in store
- Tracking inventory
- Opening/closing store
- Keeping accurate records
- Registering students

### Curatorial

- Helping to review gallery submissions
- Setting up exhibitions
- Maintaining gallery and its pieces
- Keeping records of gallery inventory and sales



**Costs:**

While Xiem tries to defray the cost of interning, any costs not explicitly noted as paid by Xiem remain the responsibility of the intern. The following is a partial list of costs to be paid by intern:

- Course credits and payments
- Food and personal expenses
- Housing
- Tools, clay in excess of 50 pounds per month, and supplies
- Firing inches used in excess of 4,500 cubic inches per month
- Material or model fees for Xiem classes in which intern enrolls
- Transportation