APPLICATION INFORMATION AND EXPECTATIONS FOR
2017 Minnesota 4-H State Arts-In Assistant Directors

Assistant Directors are needed for the following majors:
Costumes, Harkness Stage Performers, Instrumental, and Technical Theater

Please include the following in your application packet:
1. Attached Inquiry Request for Summer Employment form.
2. A separate “Experience Inventory” that includes the following:
   a. A list of experience, skills, education, or interests relating to the positions you are applying for
   b. A list of all previous paid employment at state-level 4-H events
   c. A list of all volunteer experience with 4-H events and/or other organizations, communities, etc.
   d. A list of all previous County and State Arts-In experiences
3. A letter of reference from a previous or present employer and/or administrator of volunteer service.

Completed applications returned by April 15, 2017 will be given first consideration. Applicants who have graduated from 4-H are preferred. If you have any questions, please contact Kirstin Delp at delpx002@umn.edu.

Submit application materials to:
Kirstin Delp
delpx002@umn.edu

All Assistant Director Applicants are expected to understand and commit to the following:

Time Commitment: All Assistant Directors are required to make the following time commitment:

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
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<tbody>
<tr>
<td>Staff Prep Days</td>
<td>August 7-9</td>
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<tr>
<td>Rehearsal Week</td>
<td>August 10-17</td>
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<tr>
<td>Clean Up</td>
<td>August 17 (Afternoon)</td>
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<tr>
<td>State Fair Prep</td>
<td>August 21 (3:00 pm start time)</td>
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<tr>
<td>State Fair</td>
<td>August 22 – September 4</td>
</tr>
<tr>
<td>Clean Up</td>
<td>September 4 (Afternoon)</td>
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</table>
Team Expectations: All Assistant Directors are required to meet and uphold the following expectations:

1. Support and work towards stated State Arts-In vision and goals.
2. Follow the participant Code of Conduct.
3. Be an active team player, acting with integrity and honesty.
4. Be positive role models, acting as staff and representatives of 4-H and State Arts-In.
5. Maintain an open and honest working relationship with the Directors.

General Responsibilities: All Assistant Directors are expected to take on the following responsibilities:

1. Plan and run group events related to our theme during Prep Week.
2. Work in your major to lead/motivate and teach as participants work towards a common goal.
3. Work with Directors to set goals and run State Arts-In.
4. Plan and carry out both group events and “major” responsibilities during the State Fair.
5. Work toward keeping the participants together and focused on the set goals of State Arts-In.

Use and/or possession of alcohol or drugs (except prescription drugs) is prohibited at state level 4-H events. Smoking is prohibited except in designated areas. Violators of these terms, or the above expectations, are subject to immediate dismissal. Employees must provide their own bedrolls and toiletry items.
INQUIRY REQUEST FOR STATE 4-H SUMMER EMPLOYMENT
2017 Minnesota 4-H
State Arts-In Assistant Directors

PLEASE PRINT LEGIBLY

First Name: ___________________________ Last Name: ___________________________
Permanent Mailing Address: ______________________________________________________
City/State/Zip Code: __________________________
Email Address: ___________________________ Cell Phone Number: _______________________

Gender: □ Male □ Female    Number of years as a 4-H Member: ___ Number of years in State Arts-In: ___
Date of Birth: _________________   Shirt Size: □ S □ M □ L □ XL □ XXL
Are you currently a student? □ Yes □ No    Grade in high school or year in college completed: ______
If yes, what is the name of your school? _____________________________________________
Location: _____________________________________________________________

Applications are due by March 20, 2017 for first selections.

I would like to apply for the following positions:

_____________________________________________ (first choice)
_____________________________________________ (second choice)
_____________________________________________ (third choice)

Applicant Signature: ___________________________ Date: ___________________________