As a MICA graduate you are entering the job market with a very unique set of skills. You spent the last few years honing your talent, refining your technique and establishing an extensive knowledge base of materials, tools, and art and design theory. You have learned to be a creative problem-solver, and innovator with a strong work ethic. Now it’s time to put your MICA education to work. This Job Search Tool Kit will help you focus your job search and establish your career as a working artist or designer.
## 7 Steps to Job Hunting Success

1. Know Yourself
2. Update Your Professional Package
3. Consider Your Approach
4. Utilize Your Network
5. Develop a Plan and Be Persistent
6. Become a Stronger Candidate
7. Make the Most of Career Development

## MICA Resources & Links

- Weekly Workshops & Special Programming
- MICAnetwork
- Online Career Resource Library
- Curated Web Links
- MICA Portfolios
- MICA Internship Blog
- Social Media: LinkedIn, Facebook, Twitter & Kickstarter
- Grants and Competitions Source Book
Marketing Yourself

Business Cards and Postcards
Web Presence
Career Fairs
Exhibition Openings
Talk to Your Professors
Get Involved
Professional Associations

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Job Banks & Search Resources

MICAnetwork
Placement Agencies
General Job Banks
Animation, Game Design, Illustration
Apparel, Fashion, Textile Design
Art Therapy
Education
Environmental / Interior Design, Architecture
Film, Video, Media, Photography
Freelance Design and Illustration Opportunities
Fine Arts
Graphic Design
Museums, Galleries
Theater, Set Design, Costuming

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Interviewing & Salary Negotiations

1. Learn About the Organization
2. Review your Qualifications for the Job
3. Prepare your Portfolio
4. Look the Part
5. General Etiquette
6. Their Questions
7. Your Questions
8. Follow Up
9. Salary Negotiations

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The services of the Joseph Meyerhoff Center for Career Development are available to you at anytime as a MICA alumnus. We are here to help you in your job search, to review your professional package, to offer advice in applying for grants and residencies or to graduate school, along with a host of other services. We offer appointments in person if you are in the Baltimore area, or via phone or Skype if that is more convenient for you. Whether you are a recent grad, or fifteen years out and contemplating a career change, we can help you get to the “next step” in your creative career.

**WEEKLY WORKSHOPS AND SPECIAL PROGRAMMING**

Look for our Program Calendar on MICA.edu/careerdevelopment each semester for the dates of upcoming professional development workshops, guest speakers and panel presentations. Career Development programs are open to alumni.

**MICANETWORK.COM**

MICAnetwork is our free, exclusive online database listing opportunities from employers across the United States and internationally who are actively looking to hire MICA students and alumni. MICAnetwork allows you to create a public resume and profile for employers to view as they search for potential candidates. This is a great place to post your website and resume so employers can find you. MICAnetwork also offers valuable information in its Resource Library in addition to many employment, internship, and fine art opportunity postings.
Many professional development resources are available to you online at MICA.edu/careerdevelopment. Here you will find downloadable PDFs of our handouts on topics including resumes, cover letters, grants and applying to graduate school. There are also videos on documenting your work and other audio/visual resources we think will be helpful to you as you establish your career. Be sure to take a look at Career Development’s curated links on, delicious.com/micacareerdevelopment where we have bookmarked over 1,500 web resources including links to grants, fellowships and residencies as well as hundreds of industry specific professional resources, resources and job banks.

Undergraduate students, graduate students, alumni, and faculty are invited to join MICA Portfolios—an exclusive portfolio network—to gain broader exposure for your work, connect with other MICA students and alumni, and be discovered more easily by potential clients, recruiters and creative enthusiasts. Portfolios.mica.edu is hosted by Behance. If you have an existing Behance account, you can link it back to MICA Portfolios.
Grants & Competitions Sourcebook

Building your artist resume by showing in exhibitions and participating in competitions is integral to the development of a robust career and a balance to studio practice. Applying to any competitive opportunity requires a great deal of work, starting with research, preparing materials, and creating a statement of intent. The Grants and Competitions Sourcebook, available in paper form or online, will help you begin your search for competitive opportunities and provides information on how to format your applications. Career Development staff have a tremendous track record in assisting successful applicants to some of the world's most competitive and prestigious opportunities, and are available for application support and portfolio reviews.

Social Media

Facebook: MICA Career Development Group, MICA Alumni Association Page, MICA Alumni Regional Groups
LinkedIn: MICA Alumni Group
Twitter: @MICA_CD
Kickstarter: kickstarter.com/pages/mica
Etsy Team: MICA Forever

Career Development uses LinkedIn, Facebook, Kickstarter, Etsy, and Twitter to stay connected online, share information about job openings, calls for entry, and upcoming exhibitions. Joining the MICA Alumni Group on LinkedIn and your regional Alumni Groups on Facebook can greatly expand your personal and professional networks. MICA hosts a curated Kickstarter page, which highlights student, alumni and faculty projects. Contact Career Development to be featured on this page and gain broader exposure for your project.

Emily Zuch ’08 Painting,
2014 – 2015 Fulbright to Germany to study Painting
1. **Know Yourself**

If you are unsure of how you can translate your MICA education into a career, you are not alone. The fields of art and design are unique; there are endless possibilities on how to apply your education to a professional practice. A great way to begin is by taking some time to think about your unique skill set, knowledge base, experience and personal goals.

By creating a list of all that you have to offer in terms of skills, knowledge, and experience, and by understanding the elements that are most important to you in a job setting, you will have a clearer picture of where to focus your job search.

If you are still uncertain of positions or titles to which you could apply your skill set, take a look at the Careers in the Arts handout in our Online Career Resources. Also utilize LinkedIn to research professionals with similar skill sets, or to see where your fellow MICA alumni are working.

**Questions to Ask**

- What technical skills have you mastered?
- What computer programs and special tools or equipment are you familiar with?
- What makes you unique from other job candidates?
- What job, internship or project experience have you acquired; which aspects of each have you enjoyed the most?
- Where would you like to live?
- What type of work environment is appealing to you?
- What do you value and want your work to contribute to?
2. UPDATE YOUR PROFESSIONAL PACKAGE

By the time you have graduated you should have all of the following materials prepared. As you begin your job search remember to update and refine your materials so they are tailored for each specific application. Visit the online Career Resources for many resources to help you draft and polish these documents, including the Building Resumes, Cover Letters and Artist Statements and Bio handouts.

Resume
Keep your resume up to date with current work experiences. Note your technical skills as well as personal strengths such as communication, project management, organization and self-motivation. Design a layout and presentation to reflect your visual communication style.

Cover Letter
Your cover letter is an example of your written communication skills. Tailor each letter to emphasize your most relevant and transferable skills. Always be positive in your language and remember to personalize and customize to show what you know about them!

Portfolio and/or Website
Continue to document new work as you make it. Your portfolio should reflect your current level of ability. The images in your portfolio should be clear and well lit, cropped close to the frame with no distracting backgrounds, and organized to begin and end with impact. Tailor your portfolio to reflect the work that best represents your desired skill set and abilities for each position, and research the best presentation method for each situation. Your website should include only your best work and be updated at least once every six months with new images and information.

Artist Bio and Artist Statement
Update these to reflect your current body of work and achievements. Your bio should be written in the third person and should list all of your accomplishments and career highlights - a summarized narrative version of your artist resume. Your Artist Statement should be 1–3 paragraphs detailing your work and should supplement your portfolio, providing information that may not immediately come across when viewing the work.
3. CONSIDER YOUR APPROACH

How you approach your job search can make all the difference in your success. There are many art and design specific job banks listed by industry in this tool kit. If you are focusing your research solely on job boards and applying “coldly” to job postings, you may be missing the boat.

Take a look at the graphic below illustrating how typical employers prefer to fill an opening compared to how typical job hunters go about their search. You will see there is quite a disconnect. Consider shifting your focus from job postings, to researching and connecting with the people and places who are best matched to your skills, interests and style of work. Try to build a community alongside your portfolio.

Adapted from “WHAT COLOR IS YOUR PARACHUTE?, A Practical Manual For Job-Hunters and Career- Changers” by Richard N. Bolles
4. Utilize Your Network

The most efficient and effective way to find a job is to focus on building a community or network around your professional interests. According to the U.S. Bureau of Labor Statistics, at least 70% of all jobs are found through networking. This is a great way to uncover job opportunities that might not yet—or may never—be posted on job sites. Shift your focus from researching on job sites, to researching and making a list of the organizations and people within whom you want to connect.

Alumni, Faculty and Industry Professionals

Approach alumni, faculty and other industry professionals as mentors. MICA alumni can be especially generous with their time and advice. Don’t be afraid to ask for an informational interview to learn more about entering the field and industry tips—these people were once recent graduates in need of some guidance too.

Consider joining professional organizations in your field or attending industry conferences to make new contacts and expand your network. Attend art openings and visiting artists’ lectures to stay updated on current events in the local art scene.

Follow up with people you meet, especially if they have agreed to an informational interview. Sending a thank you note or follow up email to show your appreciation of their time to meet with you can go a long way.

Online Social Networking

LinkedIn

Develop a professional profile on LinkedIn and join the MICA Alumni LinkedIn group. LinkedIn can be an invaluable research tool in finding out about career opportunities in your desired field, and to connect with alumni working in an industry or organization you want to learn about. Review the online tutorials to get the most of out LinkedIn!

Behance, Twitter, Tumblr

Clean up any pre-existing social media profiles. If an employer were to Google search your name, would they find embarrassing photos or information about you? Your online presence should be professional and reflect positively on your work and personal life.

NETIQUETTE

- When reaching out online to potential contacts, you must be professional in your communications.
- Keep the subject line professional and relevant (don’t use all caps) and always include a formal greeting, especially if you do not know the person.
- Keep it concise; break text into paragraphs so your email doesn’t come across as dense or overwhelming.
- Use spell check with professional language and standard capitalization, no emoticons or TXT abbreviations.
- Be careful to correspond using an email address you check regularly.
- Be warm and friendly, thanking the person for their time.
- Include a link to your website and include your contact information at the end.
Sample Job Search Worksheet

<table>
<thead>
<tr>
<th>COMPANY</th>
<th>WHITE CUBE GALLERY</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONTACT</td>
<td>ANN JONES</td>
</tr>
<tr>
<td>PHONE</td>
<td>(212) 555-5555</td>
</tr>
<tr>
<td>EMAIL</td>
<td><a href="mailto:AJONES@WHITECUBE.COM">AJONES@WHITECUBE.COM</a></td>
</tr>
<tr>
<td>POSITION</td>
<td>GALLERY ASSISTANT</td>
</tr>
<tr>
<td>DATE RESUME SENT</td>
<td>2/3/15</td>
</tr>
<tr>
<td>DATE OF FOLLOW UP</td>
<td>2/17/15</td>
</tr>
<tr>
<td>FIRST INTERVIEW DATE</td>
<td>3/1/15</td>
</tr>
<tr>
<td>FIRST INTERVIEW COMMENTS</td>
<td>INTERESTED IN CHECKING MY REFERENCES</td>
</tr>
<tr>
<td>DATE THANK YOU SENT</td>
<td>3/2/15</td>
</tr>
<tr>
<td>OUTCOME</td>
<td>AWAITING SECOND INTERVIEW</td>
</tr>
</tbody>
</table>

**5. DEVELOP A PLAN & BE PERSISTENT**

Create and maintain a database of employers to track your contacts, dates of applications, responses and interviews (see chart above).

Use a cover letter to request a formal interview, or reach out via email to request an informational interview.

Once you have made contact, be sure to follow up. Following up shows sincere interest and initiative.

If you are granted an interview, **always** send a thank you note and/or email!

**Dealing with Rejection**

If you have reached out twice, yet still haven’t received a response, move on to the next opportunity.

If you are receiving a lot of rejection letters or not getting any response to the many applications you submit, give Career Development a call. We can help you refine your search and update your materials to make the most of your efforts.

“Look for opportunities with someone whose work interests and inspires you.”
Build Experience

If you are getting the message consistently from your networking efforts and research that you are not yet qualified for the position, you may need to consider getting some more work experience or pursuing further education to acquire the knowledge and skills that you lack.

Take a position as an intern, volunteer, or administrative assistant to gain on-the-job experience and expand your professional network. This type of position may not be glamorous but will get your foot in the door so you can show them what you are capable of.

Acquire the Knowledge and Skills

Acquire technical and computer software skills by utilizing online tutorials, attending workshops or taking continuing education classes.

Attend MICA programs or events hosted by MICA’s School of Professional & Continuing Studies that can help you improve your professional practices, learn tricks of the trade, and enhance your knowledge of the field.

Determine if graduate school or further education is a necessary step in your career path.

6. BECOME A STRONGER CANDIDATE

“Consider the internship an opportunity to build skills and meet new people who might help you later in life.”

Schedule an appointment with a counselor in Career Development to discuss your professional development. As a MICA alumnus, our services are available to you anytime.

Learn about career building resources like LinkedIn and how to utilize them to make the most of your job search.

Discuss past experiences and stumbling blocks to get feedback on how to improve your outcomes.

Brainstorm career opportunities, new directions and learn about upcoming professional development workshops.

7. MAKE THE MOST OF CAREER DEVELOPMENT
Knowing how to market yourself is probably the most important skill for any artist or designer. The amount of opportunities available to you is largely a product of those you know, and those who know you. This section outlines several ways to market yourself. Never underestimate the importance of sharing what you are creating, keeping in touch, and staying “in the loop!”
**B U S I N E S S  C A R D S  A N D  P O STC A R D S**

These are both an effective and useful way to be remembered. Business cards are not only a reminder of who you are (name, email, phone, website) but they also show off your design skills and aesthetic. Postcards are a great way to advertise for an exhibition opening and ensure that your guests can go home with a piece of your “work.” A postcard has a “shelf life” and might speak for you months after your show, as people will pin them up if they like the image. Don’t underestimate the power of a strong postcard! Below are a few suggested ways to print business cards and postcards:

**Online Printers**
- moo.com 10% discount on first order, use “MICAMOO” discount code at checkout
- 4by6.com
- vistaprint.com
- uprinting.com
- overnightprints.com
- 48hourprint.com
- gotprint.com

**Business Card Websites for Inspiration**
- cardonizer.com
- reencoded.com
- lovelystationery.com
- cardnerd.com

**In the Baltimore Area**
- federalhillprinting.com located in Federal Hill and Owings Mills
- indigoinkprint.com located in Columbia
- alpha-graphics.net located in the Mill Centre in Hampden

**Printmaking majors trying to make some money!**

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**WEB PRESENCE**

Do you have an online portfolio, website or blog? An online presence is essential in today’s fast-paced world. If you do not have the skills to build a website, consider starting a blog with a user-friendly site (free), or use a paid service to host your domain name and provide easy, user-friendly templates. If you are tech savvy, and studying web/graphic design or interactive design, you should consider building a website to display your work. Not only is this a great way to showcase your work, but the website itself will speak for your design skills and technical abilities. Some suggested sites are:

- portfolios.mica.edu  
  MICA Portfolios is an exclusive network just for MICA students and alumni at no cost
- behance.net  
- blogspot.com  
- cargocollective.com  
- carbonmade.com
- coroflot.com
- foliolink.com
- format.com
- icompendium.com
- imcreator.com
- indexhibit.com
- otherpeoplespixels.com
- prosite.com
- squarespace.com
- tumblr.com
- virb.com
- wordpress.com
- wix.com
Plan Ahead
Find out which organizations, companies or galleries will be represented. Decide which employers you’re interested in and visit their websites to learn more about them and any available job before the career fair.

Dress the Part
Career fairs can offer you “on-the-spot” interviewing, which could be your one opportunity to make a professional and lasting impression so, make sure you are dressed professionally. As art students it is okay to show some style and creativity, just know your audience.

Treat it Like a Job Interview
Be prepared to communicate your qualifications in a 30-second “elevator speech” including a few selling points about yourself, but make sure it doesn’t sound canned.

Establish Contact
Your objective is to make a lasting impression before you leave the table. Be pleasant and express interest in the company. Pick up a business card and follow up the next day while you are fresh in their minds.

Follow Up
Send a “Thank You” via phone or email and inquire about an opportunity to interview. This is no time to be shy. Follow-up contact will put you on top of the candidate pile.
EXHIBITIONS OPENINGS
Exhibition openings are a great way to stay connected to the local art scene, and offer opportunities to network with emerging and established artists, art enthusiasts and potential collectors. You can learn also about upcoming exhibit opportunities and other art-related events at openings and by attending art fairs. Be prepared to give a quick elevator pitch about your work to the people you meet at these events.

TALK TO YOUR PROFESSORS
Do you ever think, “If only I knew someone in the field who could help me get started...” Well, you do! MICA’s faculty is among the top ranked in the nation, coming from exceptional professional backgrounds and stellar graduate programs. Many students have found internships, jobs, and started building professional networks through their professors. So don’t be shy, a direct connection to the art and design world is at your fingertips.

GET INVOLVED
Participate in activities and/or organizations that interest you such as volunteer or charitable organizations, art-related or other groups/clubs including alumni, political, or recreational related activities—you never know who you will meet!

PROFESSIONAL ASSOCIATIONS
Professional affiliations are another way to meet people and professionals related to the art and design world. Most professional associations and trade organizations have student memberships. Make the most of your membership by becoming active, getting on committees and becoming a valuable part of the organization. By doing this, you will become more visible and well known to the other members, while learning a lot about your field. Check out some professional associations on the following page.
Professional Associations

- aam-us.org  American Alliance of Museums
- aia.org    American Institute of Architects
- aiga.org   American Institute of Graphic Arts
- americanarttherapyassociation.org American Art Therapy Association
- americansforthearts.org Americans for the Arts
- artcurators.org Association of Art Museum Curators
- arteducators.org National Art Educators Association
- asid.org   American Society of Interior Designers
- asla.org   American Society of Landscape Architects
- asmp.org   American Society of Media Photographers
- ceramics.org American Ceramic Society
- collegeart.org College Art Association
- dmi.org    Design Management Institute
- fgi.org    Fashion Group International
- igda.org   International Game Developers Association
- isea-web.org Inter-Society for Electronic Arts
- illustratorsclub.org The Illustrators Club of D.C., MD and VA
- naia-artists.org National Association of Independent Artists
- namac.org  National Alliance for Media Arts & Culture
- nceca.net  National Council on the Education of Ceramic Arts
- ppa.com    Professional Photographers of America
- sculptorsguild.org Sculptors Guild
- secollegeart.org Southeastern College Art Conference
- siggraph.org For Computer Graphics and Interactive Technologies
- societyillustrators.org Society of Illustrators
- spenalational.org Society for Photographic Education
- textilesociety.org Textile Society of America
- theillustrationconference.org The Illustration Conference
MICANETWORK.COM

MICAnetwork is Career Development’s free online database listing opportunities from employers actively seeking to hire MICA students and alumni. Through MICAnetwork you will find open job, internship and volunteer positions as well as calls-for-entry, residencies, and competitions. Many postings are made by MICA alumni or those who have worked with MICA students in the past and are looking specifically for MICA talent.
CREATIVE STAFFING AGENCIES

Creative staffing agencies work with employers to recruit staff that match their needs and values. They are generally paid by the employer after a hire is made, and therefore a free service to you, a job seeker.

- aquent.us  Staffing agency for graphic designers, web designers, illustrators, art directors
- artstaffing.com  Staffing agency for museum, non-profit organizations and art businesses
- attackmarketing.net  Event staffing, advertising, design, and experiential services
- careerprofiles.com  Print producers, web editors, interactive art directors, and graphic designers
- creativecircle.com  Advertising, marketing, and interactive work, both full-time and freelance positions
- creativeplacement.com  Staffing within design firms, corporations and advertising agencies
- croshak.com  New York-based creative staffing agency
- digitalpeople.net  Specializing in creative staffing
- forceoneentertainmentnyla.com  Specializes in entertainment, arts, and creative industries
- onwardsearch.com  Mobile/internet marketing and interactive media
- yehideology.com  Specializing in industrial design and related industries

H-1B SPONSORSHIP

The following sites are resources for international citizens seeking employment opportunities and H-1B Visa sponsorship in the United States.

- myvisajobs.com
- immihelp.com
- indeed.com/q-H1b-jobs.html
- h1bvisajobs.com

JOB SEARCH ENGINES

Each of these sites below perform advanced searches that pull from multiple job search websites. Instead of spending hours of time searching these websites for positions, set up an RSS feed to email you with new postings of interest. Many also have a corresponding app for your smartphone.

- glassdoor.com  Job search engine that also includes salaries and experiences from community members who have worked specific companies
- jobtargetjobfinder.com
- juju.com
- monster.com
- simplyhired.com
- jobaware.com

JOB SEARCH TOOL KIT
NON-PROFIT, GOVERNMENT

idealist.org  Job listings specific to non-profits and philanthropic organizations
philanthropynewsdigest.org/jobs  Full-time job openings at US-based foundations and non-profits
usajobs.gov  Job listings for nationwide and international opportunities through the U.S. government

ANIMATION, GAME DESIGN, ILLUSTRATION

3Djobs.com  Creative and technical jobs in the Film & Animation, Video Game and Multimedia industries
creativeheads.net  Resource for jobs in the video game, animation, VFX, and software/technology industries
jobs.designengine.com  This search engine seeks jobs and companies that they think are awesome what designers and engineers would want to do and who they would want to work for
gamasutra.com  The game industry leader in career resources with jobs searchable by company, title, description, city, state, or country
gamedev.net/hub/careers  National job board for the game industry
gamejobs.com  Jobs in the video and computer game industry

APPAREL, FASHION, TEXTILE DESIGN

24seveninc.com  24 Seven is the leading talent recruitment agency for the biggest names in fashion, retail, marketing, advertising, and entertainment
rushandcompany.com/index-3.aspx  Rush & Company is a full service Executive Search Firm that specializes in the soft goods industry, including the apparel, home furnishings and industrial markets
wwd.com/wwdcareers  Women’s Wear Daily job bank for careers in fashion retail and production
stylecareers.com  The largest fashion-only job listing site on the internet
fashion.net/jobs  An abundance of hip jobs and internships in the fashion industry
ART THERAPY

careercenter.americanarttherapyassociation.org  The premier electronic recruitment resource for the Art Therapy field

EDUCATION

aimsmdc.org  Association of Independent Schools of Maryland and DC, listings and job fairs for private schools

careercenter.collegeart.org/jobs  The College Art Association job bank of openings in arts education in higher education and museums

chronicle.com/section/Jobs/61  The Chronicle of Higher Education is the No. 1 source of news, information, and jobs for college and university faculty members and administrators

cois.org  Council of International Schools, hosts job fairs to teach at international schools around the world

finearts.academickeys.com  Academic Keys is a national listing of college and university level academic positions in the arts for both faculty and staff

hercjobs.org  Higher Education Recruitment Consortium lists job openings in higher education for both faculty and staff

higheredjobs.com  HigherEd Jobs has one of the largest databases of college and university positions

rhizome.org/announce/jobs  The Rhizome Jobs board encompasses a wide variety of industries and fields, including technology, academia, the arts, and non-profits

nais.org  National Association of Independent Schools Career Center

topschooljobs.org  National listing of openings in primary and secondary education

utrunited.org  Urban Teacher Residency United (UTRU) is a not-for-profit organization that serves a growing national network of innovative teacher preparation programs

Michelle Gomez ’14 Curatorial Practice, Urban Arts Leadership Program Fellow at Greater Baltimore Cultural Alliance

Photo by Christopher Myers ’94

Andrea Keys Connell ’02 Ceramics, Assistant Professor at Virginia Commonwealth University

JOB SEARCH TOOL KIT 21
ENVIRONMENTAL DESIGN, INTERIOR DESIGN, ARCHITECTURE

The goal of Archinect is to make architecture more connected and open-minded, and brings together designers from around the world to introduce new ideas from all disciplines.

Arkitectum offers a wide variety of vital information especially developed for the Architecture Community. View industry news, design competitions, and search architect job postings.

American Society of Landscape Architects
American Institute of Architects Career Center provides job listings for architects, interior designers, landscape architects and engineers across the U.S.

U.S. Green Building Council Career Center
NewUrbanDesigner’s job resource center. You will find some recent job opening as well as several tools that can help you find the right urban design or urban planning job for you.

A career community for the Urban Planning Industry, providing new job openings for Urban Planners in addition to insightful research into the Engineering & Architecture employment market.

FILM, VIDEO, MEDIA, PHOTOGRAPHY

Jobs in the entertainment industry in the Mid-Atlantic region
Internships and jobs in the magazine industry
Internships and job listings in all facets of the entertainment industry
Postings for vacancies in film and broadcast production across the U.S.
Jobs and internships in entertainment and publishing
Positions within organizations related to the media arts field
Jobs in film, television, video and digital media production
Photography jobs in academic institutions
Daily postings of production jobs around the U.S.
FINE ARTS

artdeadlineslist.com  Art contests, competitions, jobs, internships, scholarship, grants, fellowships, festivals, call for entries/proposals/projects, and other opportunities. For all disciplines and artists of all ages

artjob.org  ArtJob features a comprehensive list of frequently updated jobs, internships, fellowships, and other employment opportunities in all areas of the arts

artjobs.artsearch.us  Fine art jobs from studio assisting to theater production to university level teaching

artopportunitiesmonthly.com  A carefully screened art opportunities for traditional and contemporary artists working in all media

collegeart.org/opportunities  The CAA opportunities page lists calls for entry, residencies, fellowships, internships, awards and grants as well as job opportunities for teachers and museum professionals

jobbank.artsusa.org  Americans for the Arts is the nation’s leading nonprofit organization for advancing the arts

nyfa.org/opportunities  A comprehensive online directory for grants, open calls, residencies, jobs and internships. A nationwide listing for artists, writers, filmmakers, dancers, performers and musicians

rhizome.org/announce/opportunities  Database for design and fine arts opportunities around the world

Mid-Atlantic Region Specific

baltimoreculture.org  Greater Baltimore Cultural Alliance, Baltimore-specific job postings

bopa.org  Baltimore Office of Promotion & the Arts

culturecapital.com  CultureCapital, Metro DC Arts Alliance

mdarts.org/community/jobs  Maryland Citizens for the Arts

mdartplace.org/opportunities  Maryland Art Place

midatlanticarts.org  Mid Atlantic Arts Foundation

msac.org  Maryland State Arts Council

philaculture.org  Greater Philadelphia Cultural Alliance

JOB SEARCH TOOL KIT
FREELANCE OPPORTUNITIES

To find companies where you may want to work, look beyond job banks to industry directories and magazines. Subscribe to publications specific to your career and research directories like:

- **adcglobal.org**  A comprehensive listing of advertising jobs and other inspiration

- **altpick.com**  Directory of illustrators, photographers, and designers of cutting edge images

- **designdirectory.com**  A guide to design firms and creative agencies

- **illoz.com**  Director of illustration portfolios

- **microlancer.com**  A platform which allows freelancers to create a virtual shop front. For graphic design, illustration, animation, photography, and 3D

- **picture-book.com**  A directory of freelance children’s books illustrators

- **workbook.com**  A creative resource for design, photography and illustration portfolios

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GRAPHIC DESIGN

- **aquent.us**  Resource for jobs in design, development, marketing and social media

- **authenticjobs.com**  High profile jobs in design

- **creativehotlist.com**  Search design jobs by keyword, location, category, industry or experience

- **coroflot.com**  Coroflot’s job board is the largest and most active site on the Internet specifically targeted at hiring designers and other creative professionals

- **howdesign.com/design-jobs**  HOW’s job bank, in connection with Behance Network, is a comprehensive listing of jobs and freelance opportunities for designers

- **krop.com**  Creative industry job board and portfolio hosting website

- **segd.org**  Job bank for environmental graphic design

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Theo Pinto ’13 Environmental Design, Design Coordinator at Under Armour

Stephen Edmond ’11 Graphic Design, Environmental Graphic Designer at Gensler

Photo by Catalina Kulczar-Marin
MUSEUMS, GALLERIES

aam-us.org American Association of Museums job board

artstaffing.com/jobs.html Offers staffing, consulting and training programs for museums, non-profit organizations, and art businesses nationwide

museum-employment.com The Museum Employment Resource Center lists jobs and other information related to the museum, heritage management, and cultural resource communities

nyfa.org/opportunities New York Foundation for the Arts’ comprehensive directory

careercenter.collegeart.org College Art Association (CAA) job postings. Paid subscription required.

si.edu/OHR/jobs_public Smithsonian Institution job postings

midatlanticmuseums.org Mid-Atlantic Association of Museums, job board is located under “News for the Field”

THEATER, SET DESIGN, COSTUMING

theatrejobs.com Find jobs and internships in the theater industry

theateralliance.org Theater jobs in the Philadelphia area

Lisa Perrin ’13 Illustration Practice, Illustrator and Designer for American Greetings
1. LEARN ABOUT THE ORGANIZATION

Know the name and title of the person whom you will be talking to. Research them on LinkedIn to find out if you know anyone in common, where they went to school and how long they have been with the organization.

- What does the company do?
- What products or services do they provide?
- Who are their clients?
- Are there any MICA alumni working for the company?

**ASK YOURSELF:**
- Would I be happy working for this company and their client list for the next 3-5 years?
- Are the core values and beliefs of this company in line with my own?
2. Review your qualifications for the job

Be prepared to speak about your skills and abilities.

- How has your educational background and/or previous work experience prepared you for this position?
- How do your accomplishments compliment the company’s goals?

3. Prepare your portfolio

Update your portfolio with your newest and best work.

Make sure all images are crisp and clear, and begin and end with strong images.

Research the best method of presentation for your discipline.

Tailor your portfolio for each individual company. Ask how they prefer to review your materials.

“Being an artist is not just a job, it’s something you are.”

4. Look the part

Your personal appearance is a compliment to your work. Make sure you dress appropriately for the industry and slightly better than the people in the field do on a day-to-day basis.

Be well groomed and do not chew gum or smoke. Stay aware of your body language. Good posture, direct eye contact and a firm handshake will show that you are confident and serious about the position.
5. PREPARING FOR PHONE OR SKYPE INTERVIEWS

Skype Interviews

• Plug in your laptop and/or make sure it is fully charged.
• Use reliable internet. Ethernet is more reliable than a wireless connection.
• Close all programs on your computer to avoid unexpected distractions.
• Make sure to have an appropriate Skype username and photo.
• Do a test call on Skype to make sure your microphone and webcam are functioning properly.
• Find a quiet space, clear of clutter behind you, and make sure pets and house mates aren’t going to distract you.
• Use a post-it with a smiley face on it near your web cam so that you remember to look up.
• Set your Skype status to “available” so your interviewer knows you are ready.

Phone Interviews

• Choose an area with good reception.
• Pick a quiet space for the interview (no cafés or public spaces).
• Silence incoming calls, text messages, and notifications to avoid distractions.
• If using a cell phone, make sure you have a fully charged battery.

6. IN-PERSON INTERVIEWS

Know your interviewers
Get the names of those who will be interviewing with you in order to send everyone a thank you note.

Arrive early
Do whatever it takes to be there early or at least on time.

Turn off your cell phone
Double check that your ringer is off.

Stay positive
Remember that you are being evaluated throughout the interview process and especially during “casual” conversation. They want to learn about your character as well as your skills and experience. Keep your responses positive and avoid being overly critical or negative when speaking about previous jobs or employers.

Bring extra copies of your resume and business cards

Bring a note pad
Be prepared to take notes and jot down questions as you think of them.

Be yourself!
Try to stay relaxed and let them see your real personality. Don’t exaggerate your skills or knowledge, rather offer an eagerness to learn what is needed to get the job. If they don’t appreciate you for who you are, it’s probably not the right fit for you.
7. THEIR QUESTIONS

FREQUENTLY ASKED QUESTIONS:
• Tell us about yourself and why you are interested in this position?
• Can you describe your educational and professional background?
• Can you name 1–2 of your most important accomplishments?
• Which aspects of the job description do you think will present the biggest challenge?
• Walk us through your portfolio.
• Why should we hire you?
• What motivates you?
• What are your long term career goals?
• Is there anything that isn’t on your resume that you’d like to share?

A more complete list of frequently asked interview questions can be found in Career Development’s Online Resource Library at mica.edu/careerdevelopment. Career Development also offer mock interviews to help you prepare for upcoming interviews.

8. YOUR QUESTIONS

Employers expect candidates to have questions of their own. Asking questions can serve to clarify issues or concerns about the position, as well as indicate interest.

YOU MAY WANT TO ASK:
• Can you describe your ideal candidate?
• What is a typical day like?
• Who will be my direct supervisor?
• How and by whom is performance measured?
• Do you have a business card I could take?

The questions you ask show that you have done research about the organization and the staff. Keep your questions polite and thoughtful, and don’t ask unless you are really interested in the answer.

9. FOLLOW UP

After the interview, send a thank you note—either hand written or by email. Make sure to mention 1–2 key points from the interview but keep it short and sincere, and send it within 48 hours of the interview.

• Thank them for their time.
• Remind them of everything you have to offer the company and refer to something you discussed during the interview.
• Reiterate your interest in the opportunity.
• Finish by stating that you look forward to hearing from them soon.
10. **SALARY NEGOTIATIONS**

**Research**
Take time to research average salaries or compensation for comparable industry positions in the region. Use websites like Salary.com, Payscale.com and Glassdoor.com to determine comparable salaries. Additionally, you will need to calculate how much you need to be make by creating a budget of your monthly expenses, including rent, food, utilities, transportation, college loans and insurance. Once you have the monthly figure, multiply that by 12 months. Do not forget that 25% of your wages will go to state and federal taxes, so add this to your figure.

**Wait until an offer is made**
Do not bring up the issue of pay and benefits during an interview, but before you leave, ask about the next steps and time line for the hiring process. The salary or pay will likely be discussed only when they are seriously considering you for the position.

**Never go first**
Once the interviewer confirms that they are interested in hiring you, they may ask you what kind of salary you are looking for. You should first ask them what range they have allocated for the position. Avoid naming a number when possible.

**Negotiating**
If the offer is too low, suggest a higher figure, but within reason. In order to negotiate effectively, you must know how much you NEED to make, and industry standards for the position. Avoid suggesting figures that are drastically out of step and think about how badly you want the position. If an agreement cannot be reached immediately, avoid saying “NO” out right and give yourself some time to consider the details, and allow them to perhaps make a better offer. It’s perfectly acceptable to ask an employer for time to think it over.
Consider the offer

If an acceptable salary is offered, avoid accepting the job until you have all of the details on benefits, bonuses and relocation expenses if necessary. All of these factor into compensation and can add up over time. Give yourself time to think about if this is the right job for you. Sometimes it is better to turn down a sure thing in order to find the right thing.

Benefits

In addition to salary, review the benefits, perks and company culture. If you’re not sure about the benefits that are offered, ask for additional information or clarification. Learn the details on health and life insurance coverage, vacation, sick time, disability and other benefit programs. Inquire about how much of the benefits costs are provided by the company in full, and how much you will be expected to contribute. The culture of the company can play a big factor in overall job satisfaction as well. If flexibility in your schedule is important to you, take time to talk to current employees about company policy.

Accepting the job

Once an agreement has been made and you are clear on all of the details, you can accept the offer. Before you may begin working, you will need to present photo identification and your social security card, and may be asked to undergo a background check. You should also inform any other employers who may be considering you as a candidate that you would like to withdraw your application from consideration.

WHY MILLENNIALS DON’T NEGOTIATE SALARY

- I don’t want to be perceived as pushy
- I’m uncomfortable negotiating salary
- I got a raise before I needed to ask for one
- I’m worried about losing my job
- I’ve always been happy with my salary

Source: payscale.com

Ryan von Dolen ’12 Graphic Design, Senior Interactive Designer at Webber Shandwick

JOB SEARCH TOOL KIT  31
IN CLOSING

Identifying and settling into a career that matches your passions and experience isn’t always easy. So much depends on interests, personalities, timing and luck. Take time to identify where your true passions and talents lie, do plenty of research on your intended industry and potential employers, and this will only increase your chances of finding that “dream job.” Remember that your major doesn’t necessarily equal your career, and learning does take place outside of the classroom. The staff at the Joseph Meyerhoff Center for Career Development are here to help you at every step along the way. We look forward to assisting you and sharing in your success.

“The only way to do great work is to love what you do. If you haven’t found it yet, keep looking. Don’t settle.”

— Steve Jobs