

CAA CAREER SERVICES GUIDE 2012

LOS ANGELES FEBRUARY 22–25

The Career Services Guide is designed to inform job seekers and employers about career services that are available at the 2012 Annual Conference in Los Angeles. Examine this guide carefully so that you will know what to expect from conference interviewing and how best to prepare for a successful experience. Questions about the Online Career Center may be directed to Patricia Holquist at pholquist@collegeart.org; all other Career Services inquiries may be sent to Lauren Stark at lstark@collegeart.org. All Career Services will take place at the Los Angeles Convention Center, 1201 South Figueroa Street.

■ Job seekers and employers are not required to register for the Annual Conference in order to participate in Career Services.

■ Career Services at the Annual Conference offers many vital services:

- Online Career Center job postings
- Interviews for positions in colleges, universities, museums, and nonprofit institutions
- Workshops related to the job search
- Roundtable discussions on professional development in the visual arts
- Career-mentoring sessions with visual-arts professionals
- Portfolio reviews by experts
- Orientation to help you get started

ORIENTATION


TUESDAY, FEBRUARY 21, 6:30–8:00 PM
West Hall Meeting Room 502AB, Level 2

Job candidates, interviewers, and others interested in using CAA's Career Services are urged to attend Orientation. Learn the various components of Career Services—the Candidate Center, the Interview Hall, and other programs and services—so that you can take best advantage of it. You may also receive advice on your job search at Orientation in a relaxed Q&A session.

ONLINE CAREER CENTER

[HTTP://CAREERCENTER.COLLEGEART.ORG/SEARCH.CFM](http://careercenter.collegeart.org/search.cfm)

Many employment services at Career Services are available through CAA's Online Career Center.

Job seekers who are CAA members with an ID number and password may receive access to the Online Career Center before and during the conference from any internet-connected computer to search position listings, post résumés, request email alerts for new job postings, and more. The Career Services icon  in a job listing identifies a position for which an employer is conducting interviews at the conference.

To join CAA or renew a membership at the conference, visit the membership booth in the conference registration area. Or go to <http://services.collegeart.org/eweb> at any time during the conference.


Employers: If you have an account in the Online Career Center, you may access it from any internet connection to post new job openings, update current job listings, schedule interviews with candidates (conducted in the Interview Hall), receive résumés, and contact job seekers during the conference. If you do not have an account, you may open one at any time. Please visit <http://services.collegeart.org/eweb>.

To rent an interview booth or table during the conference, visit the Interviewer Center and speak with a CAA representative. You can also reserve a booth or table through the Online Career Center.

CANDIDATE CENTER


WEDNESDAY, FEBRUARY 22–FRIDAY, FEBRUARY 24, 9:00 AM–7:00 PM
West Hall Meeting Room 518, Level 2

Candidates seeking information on jobs can use the Online Career Center in the Candidate Center. All listings can be found at <http://careercenter.collegeart.org/search>. Computers are available for job seekers to search up-to-the-minute listings, post résumés, apply for positions, request interviews, and receive messages from employers. A conference registration badge is not required for admission to the Candidate Center. For access to the Online Career Center, you must be a CAA individual member. To use this service, you will need your CAA member ID number and password.

Access to computers and printers at the Candidate Center is monitored and available on first-come, first-served basis. Check your account often, as messages are sent regularly. Look for the Career Services icon  which indicates that interviews are taking place at the conference.

INTERVIEWER CENTER

WEDNESDAY, FEBRUARY 22–FRIDAY, FEBRUARY 24, 8:00 AM–7:00 PM
Petree Hall, Level 1

Representatives from interviewing institutions must check in at the Interviewer Center on arrival to receive a 2012 CAA interviewer ID card, which is used for access to both the Interview Hall and the computers in the Interviewer Center. You can use the Online Career Center in the Interviewer Center to post last-minute job listings, update your current listings, search and view résumés, communicate with job seekers, schedule interviews, and rent booths and tables. You can also flag new or existing positions with the Career Services icon  to let candidates know that your institution is interviewing onsite. Post your job listings at <http://careercenter.collegeart.org/post.cfm>.

Offsite Interviews

Employers who will be conducting interviews during the conference at a location other than the Interview Hall may list jobs in the Online Career Center but must include a cellphone number in the online listing so that job seekers will be able to contact them at the conference to make, confirm, or change an appointment.

INTERVIEW HALL: BOOTHS AND TABLES

WEDNESDAY, FEBRUARY 22–FRIDAY, FEBRUARY 24, 9:00 AM–7:00 PM
SATURDAY, FEBRUARY 25, 9:00 AM–NOON
Petree Hall Level 1

The Interview Hall offers two formats for interviews: interview booths and interview tables. Interview booths are ideal for prearranged interviews. Each booth is semiprivate and encourages a calm, focused interview environment. Staff at a check-in table will assist job candidates to booths. Interview tables are ideal for employers who have not scheduled interviews in advance. Job seekers can drop off résumés and portfolios informally and meet prospective employers at tables, where interviews may also be conducted.

Booth Rental Rates

	Institutional Member		Nonmember	
	First booth	Additional booths	First booth	Additional booths
Advance Rate	\$300	\$220	\$350	\$270
Onsite Rate	\$325	\$240	\$375	\$290

Table Rental Rates

	Institutional Member		Nonmember	
	First Table	Additional Tables	First Table	Additional Tables
Advance Rate	\$250	\$175	\$300	\$225
Onsite Rate	\$275	\$195	\$325	\$245

Rentals must be paid by MasterCard, Visa, American Express, or Discover credit card only.

Advance Booth and Table Rental

To rent a interview booth or table in advance, please visit <http://conference.collegeart.org/2012/careerservices/employers.php>. Deadline: January 20, 2012.

Onsite Booth and Table Rental

Tables may be rented onsite at the Interviewer Center, subject to availability, starting on Wednesday, February 22, 2012, and must be paid in full by MasterCard, Visa, American Express, or Discover credit card only.

Booth and Table Cancellation

No table or booth cancellations are accepted or refunds offered after January 20, 2012. To cancel a rental before that date, please contact Patricia Holquist at pholquist@collegeart.org.

Internet Access at Booths and Table

Employers: To purchase access at a booth or table, please contact Robbie Bridges, Smart City, rbridges@smartcity.com, 213-765-4647. CAA cannot provide internet access in the Interview Hall for you.

TIPS FOR JOB SEEKERS

Your Résumé, Portfolio, and Other Materials


- Update your curriculum vitae (CV) or résumé. You can find recommendations for organizing a CV or résumé for artists, art historians, art educators, and art-museum professionals in the Standards and Guidelines section of CAA's website at www.collegeart.org/guidelines.
 - Have a colleague or professor proofread your CV or résumé and cover letter.
 - Your cover letter should include your cell or hotel phone number, email address, or other means of contact during the conference, so that employers can easily reach you.
 - If you wish to have your application materials returned to you after the conference, you should attach a self-addressed stamped envelope (SASE) with adequate postage. Employers are required to return materials to a job seeker if an SASE is provided. CAA is not responsible for the return of materials.
 - Submit good-quality reproductions of original work, not original artworks or publications, as these materials may go astray during the job-search process.
 - Bring hard copies of all your materials, carefully labeled with at least your name and contact information. Even if you plan to submit your materials electronically, many employers also require hard copies, or would like to see them.
 - Art historians should consider including an unofficial academic transcript and/or photocopies of recent scholarship.
 - Artists should carry a select portfolio of recent work that is easy to view and clearly represents your medium(s) and style(s). Make several copies of all digital images, printouts, or DVDs that you wish to present to employers.
 - Always retain originals.
- ### Applying for Jobs
- Before arriving in Los Angeles for Career Services, apply for positions and arrange interviews through the Online Career Center at <http://career-center.collegeart.org/search.cfm>.
 - When applying for jobs, follow the specific application instructions in the online listing.
 - Familiarize yourself with the Los Angeles Convention Center and locate the telephones, business center (with photocopiers and mailing services), and restrooms.
 - While reviewing position listings from the Online Career Center, please check to see if the institution offering the job is on the American Association of University Professors (AAUP) list of censured colleges or universities, at www.aaup.org/AAUP/about/censuredadmins. If an institution is on the censured list, ask the interviewer how this affects his or her department practices.

- Regularly check your email and your hotel or cellphone voicemail for new messages from employers.

TIPS FOR EMPLOYERS

Posting Jobs

■ Advertise job positions on the Online Career Center in advance. Please follow the instructions at <http://careercenter.collegeart.org/post.cfm> to create an account or to log into an existing account. An online job listing ensures maximum exposure to job candidates, who have access to the Online Career Center before and during the conference. List specific requirements for the position, required support materials (such as CV, DVDs, or publications), and your conference interviewing plans. Be sure to specify if you accept electronic submission of application materials.

■ If you plan to interview at the conference, designate your current job posting in the Online Career Center with the Career Services icon  and include the interview location and cellphone number.

■ Institutions and their representatives are prohibited from posting job vacancies and employer locations at the Annual Conference on walls, pillars, tables, bulletin boards, and the like. CAA will confiscate illegal postings, and the institution will be notified of the infraction.

Preparing for Interviews

■ CAA offers interview booths and interview tables. You may purchase booths and tables in advance or onsite (as available) in the Interviewer Center. Onsite payment is by MasterCard, Visa, Discover, or American Express credit card only.

■ Upon arrival, first check in at the Interviewer Center, in Petree Hall, Level 1 of the Los Angeles Convention Center to pick up a 2012 CAA interviewer ID card, which is required for access to the Interview Hall. (Interviewer Center hours are listed in the first column of the previous page.)

■ When contacting job seekers during the conference, state whether you prefer to receive application information online or in hard copy. Also state if you are receiving applications at Career Services or if you are only conducting prearranged interviews. It is the employer's responsibility to return all materials to job seekers in the self-addressed stamped envelope (SASE) they provide.

Conducting an Interview

■ CAA has established guidelines—entitled etiquette for CAA Interviewers—that set out ways to make the interview experience more positive. Please visit www.collegeart.org/guidelines/etiquette to read them.

Before Interviews

■ Set an application deadline that is early enough to allow you to acknowledge receipt of candidates' materials and to make the necessary advance arrangements for a meeting.

■ When you make interview appointments with candidates, if possible let them know who will be conducting the interview and provide contact information during the conference, such as a cellphone number or name of hotel, in case of missed connections.

■ Schedule enough time for each interview so that candidates can learn something substantive about your institution, and you can learn something substantive about them. A good length is thirty to forty-five minutes.

During Interviews

■ We recommend that you use the tables and booths in the Interview Hall to conduct interviews.

■ Establish basic territories the interview must cover, but vary the order of the questions so that the interview does not sound "canned."

■ Stick to the allotted time.

■ Without using the interview as a means of airing your personal or departmental complaints, be honest about your program, your curriculum, your students, your institution, and the city or town in which it is located.

After Interviews

■ Work as quickly as you can within your department and your administration to inform candidates about their postinterview status.

FREQUENTLY ASKED QUESTIONS BY JOB SEEKERS

What do I need for access to the job listing online?

You need your CAA member ID number and password. If you forget this information, you can obtain it in the conference registration area or in the Candidate Center.

I forgot my CAA member ID number and/or password. How can I get that information?

You can obtain this information in the conference registration area and in the Candidate Center. If you need to know just your password, follow the instructions at www.collegeart.org/eweb to reset your password.

I forgot to bring my membership card. Can I get a new one?

You can get a replacement CAA membership card at the membership booth in the conference registration area.

How can I get an extra copy of the Career Services Guide?

Copies of CAA's Career Services Guide are available in the Candidate Center.

Do I need to register for the conference to attend Career Services and to use the Online Career Center?

No. Access to Career Services and the Online Career Center job listings requires a current CAA individual membership, but not conference registration.

My institution is a current member. Can I use its ID number to access job listings?

No. Access to job listings in the Online Career Center is a benefit of CAA individual membership only.

How often are job listings updated during the conference?

Job listings are updated frequently because employers may post jobs online at any time during the conference. Log into your Online Career Center account regularly to check for new job listings. There is no set schedule for listing updates.

Is there a list of the institutions that are conducting interviews during the conference?

CAA posts a list of institutions on a display monitor outside the Interview Hall. It names all institutions that are interviewing in the Interview Hall at the conference and is updated regularly.

How can I contact an employer during the conference?

If no prior arrangement or contact has been made with an employer, log into your Online Career Center account and follow the employer's specific instructions regarding how the interviewer wants to be contacted (email, cellphone, etc.).

I set up an interview with an employer that is taking place in the Interview Hall but I'm not a current CAA member. How can I get in?

For entrance into the Interview Hall, all job seekers must be current CAA individual members. A 2012 CAA membership ID card will be checked at the entrance to the Interview Hall.

How do I become a CAA member?

Visit the conference registration area in the Concourse Foyer, level 1, Los Angeles Convention Center, to complete a membership application. Or visit www.collegeart.org/eweb.

Where can I find an Internet connection for my laptop?

To access Wi-Fi service, please contact Robbie Bridges, Smart City, rbridges@smartcity.com, 213-765-4647.

If I did not sign up for the mentoring or portfolio sessions prior to the conference, can I still participate?

No. Registration for these events must have been completed before the conference. Artists' Portfolio Review and Career Development Mentoring are scheduled by appointment only, in advance. All participants must be CAA individual members.

FREQUENTLY ASKED QUESTIONS BY EMPLOYERS

I'm an interviewer. Must I register for the conference to conduct interviews?

No. You must, however, check in at the Interviewer Center, located in Petree Hall, level 1. There you will receive a 2012 CAA interviewer ID card that is required for access to the Interview Hall.

Do I need to register for the conference to use Career Services and the Online Career Center?

No. Employer access to Career Services and Online Career Center job listings requires a current CAA membership, either individual or institutional.

Do I automatically get a conference badge if I'm an interviewer?

You must register for the conference to receive a conference badge. Visit the conference registration area in the Concourse Foyer, Level 1, Los Angeles Convention Center, or go to <http://www.collegeart.org/register> for more information.

What is the difference between interview booths and interview tables?

Interview booths are ideal for prearranged interviews. Each booth is semiprivate and encourages a calm, focused interview environment. A check-in attendant will direct job seekers to booths. Interview tables are ideal for employers who have not prescheduled interviews. Job seekers can drop off résumés and portfolios informally and meet prospective employers at tables, where interviews may also be conducted.

How do I use the interviewer booth or table my institution has purchased?

Check in first at the Interviewer Center and get a 2012 CAA interviewer ID card. This card will give you access to your booth or table in the Interview Hall.

I received my 2012 CAA interviewer ID card. Aside from access to the Interview Hall, what else does this card allow me to do?

The ID card also permits access to the Interviewer Center, which has computers for updating your job listings and seeing responses to them. The ID card does not grant access to the rest of the conference.

Is there a list of institutions that are conducting interviews during the conference?

Yes. CAA posts a list of institutions on a display monitor outside the Interview Hall. It names all institutions that are interviewing in the Interview Hall at the conference and is updated regularly.

Where can I find an internet connection for my laptop?

To purchase Wi-Fi access at a booth or table, contact Robbie Bridges, Smart City, rbridges@smartcity.com, 213-765-4647. CAA cannot provide internet access in the Interview Hall for you.

How do I join CAA?

Visit the conference registration area in the Concourse Foyer, Level 1, Los Angeles Convention Center, for membership questions and an application. Or go to www.collegeart.org/eweb.

How can I get an extra copy of the Career Services Guide?

If you missed Orientation, you can get a copy of CAA's Career Services Guide in the Interviewer Center.

Both candidates and interviewers are encouraged to review CAA's Standards and Guidelines:

- Etiquette for CAA Interviewers:
www.collegeart.org/guidelines/etiquette
- Standards for Professional Placement:
www.collegeart.org/guidelines/placement