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JOSEPH MEYERHOFF CENTER FOR **CAREER DEVELOPMENT** 

JOB SEARCH TOOL KIT



JOB SEARCH TOOL KIT

EVERYTHING YOU NEED TO JUMP START YOUR CAREER

WELCOME

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, an innovator and you have a strong work ethic. Now it's time to put your MICA education to work. This Job Search Kit will help you focus your job search and establish your career as a working artist or designer.

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1. MICA RESOURCES AND LINKS

The services of the Joseph Meyerhoff Center for Career Development are available to you at anytime as a MICA alumni. 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 the 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 www.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.

WWW.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. MICAnetwork offers valuable information in its Resource Library in addition to many employment, internship, and fine art opportunity postings.

ONLINE CAREER RESOURCE LIBRARY

Many professional development resources are available to you online at www.MICA.edu/careerdevelopment. Here you will find downloadable PDF's of our handouts on resumes, cover letters, grants and applying to graduate school. Career Development's residency database is also available on this site, along with helpful 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 www.delicious.com/micacareerdevelopment, where we have bookmarked over 1,000 web resources including links to grants, fellowships and residencies as well as hundreds of industry specific job banks.

MICA PORTFOLIOS

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, so if you have an existing Behance account, you can link it back to MICA Portfolios.

GRANTS & COMPETITIONS SOURCEBOOK

Participating in competitive opportunities 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 Center staff have a tremendous track record in assisting successful applicants to some of the worlds 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: www.kickstarter.com/pages/mica
Etsy Team: [MICA Forever](#)

MICA's Office of Alumni & Parent Relations and the Center for Career Development are using 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.



2. 7 STEPS TO JOB HUNTING SUCCESS

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.

- What technical skills have you mastered?
- What computer programs and special tools or equipment have you become 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?

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 the Online Career Resources Library. Also utilize LinkedIn.com to research professionals with similar skill sets, or to see where your fellow MICA alumni are working.

2. UPDATE YOUR PROFESSIONAL PACKAGE

By the time you've 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 Library 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!
- **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.
- **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.



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3. SEARCH AND RESEARCH

MICA Resources

- www.MICAnetwork.com
MICAnetwork is our free, exclusive online database listing opportunities from employers who are actively looking to hire MICA students and alumni.
- www.micacareerfair.wordpress.com
MICA's Internship + Career Fair blog documents each fair's employer participants and can be searched by industry and major. This can be a great place to find creative organizations in the Mid-Atlantic region, and each listing includes live links to employer websites and short company profiles.
- www.delicious.com/micacareerdevelopment
Delicious is an online book marking tool where we save many professional development-related links for both artists and designers. There are currently over 1,300 web resources saved on this site, including links to salary calculators, grants and residencies, alumni websites, as well as hundreds of industry specific job banks.

Online Job Banks & Directories

- Take advantage of the many art and design specific job banks and directories listed by industry in the section "**Job Banks and Search Resources.**"

4. UTILIZE YOUR NETWORK

The Breakdown

- 75% of jobs are found through person-to-person networking.
- 12% are found via the classifieds, newspapers and the Internet.
- 8% are found using employment agencies and search firms.
- 5% are found through the direct approach of cold calling and writing letters.

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.
- **Facebook, 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.



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5. DEVELOP A PLAN & BE PERSISTENT

- Create and maintain a database of employers to track your contacts, dates of applications, responses and interviews.
- Make contact to request formal or informational interviews.
- 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!

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 tons 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.

Sample Job Search Worksheet

	COMPANY	CONTACT	PHONE	EMAIL	POSITION	DATE RESUME SENT	DATE OF FOLLOW UP	1ST INTERVIEW DATE	1ST INTERVIEW COMMENTS	DATE THANK YOU SENT	OUTCOME
1	WHITE CUBE GALLERY	ANN JONES	(212) 555-5555	AJONES@WHITECUBE.COM	GALLERY ASSISTANT	2/3/12	2/17/12	3/1/12	INTERESTED IN CHECKING MY REFERENCES	3/2/12	AWAITING SECOND INTERVIEW
2											
3											

6. BECOME A STRONGER CANDIDATE

Build Experience

- If you are seeing a lot of job openings that sound interesting to you, but feeling 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 attending workshops or taking continuing education classes.
- Attend MICA programs or Continuing Studies events 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.

7. MAKE THE MOST OF CAREER DEVELOPMENT

- Schedule an appointment with one of the staff 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.



3. MARKETING YOURSELF

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. Outlined below are several different ways to market yourself. Never underestimate the importance of keeping in touch, and staying “in the loop!”

BUSINESS CARDS AND POSTCARDS

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 “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:

In the Baltimore Area:

- www.federalhillprinting.com (located in Federal Hill and Owings Mills)
- www.indigoinkprint.com (located in Columbia)
- www.alpha-graphics.net (located in the Mill Centre in Hampden)
- Printmaking majors trying to make some money!

Online Printers:

- www.moo.com (10% discount on first order, use “MICAMOO” discount code at checkout)
- www.4by6.com
- www.vistaprint.com
- www.uprinting.com
- www.psprint.com
- www.overnightprints.com
- www.48hourprint.com

Online Printers (continued):

- www.gotprint.com
- www.modernpostcard.com
- www.123print.com

Business Card Websites for Inspiration:

- www.cardonizer.com
- www.creativebits.org/cool-business-card-designs
- www.reencoded.com

WEB PRESENCE

Do you have an online portfolio, website or blog? An online presence is extremely important in today’s fast-paced world. 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. If you come from a more fine art background, and do not yet 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. Some suggested sites are:

- www.portfolios.mica.edu MICA Portfolios is an exclusive network just for MICA students and alumni at no cost
- www.behance.net
- www.foliolink.com
- www.otherpeoplespixels.com
- www.blogspot.com
- www.icompendium.com
- www.squarespace.com
- www.cargocollective.com
- www.imcreator.com
- tumblr.com
- www.carbonmade.com
- www.indexhibit.com
- www.virb.com
- www.coroflot.com
- www.4ormat.com
- www.wordpress.com



CAREER FAIRS

Career Fairs offer a great opportunity to network and make face-to-face connections with potential employers. MICA holds an annual Internship + Career Fair that takes place in the spring semester. Visit www.micacareerfair.wordpress.com for information on past and future fairs. Below are some important things to remember when preparing for and attending a career fair.

- **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**
Re-establish contact 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.

EXHIBITION 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.

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 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!



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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.

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



4. JOB BANKS AND SEARCH RESOURCES

WWW.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.

PLACEMENT AGENCIES

Placement agencies work with employers to recruit staff that matches their needs and values. They are generally paid by the employer after a hire is made.

- www.aquent.us - Staffing agency for graphic designers, web designers, illustrators, art directors
- www.digitalpeople.net - Specializing in creative staffing
- www.careerprofiles.com - Print producers, web editors, interactive art directors, and graphic designers
- www.artstaffing.com - Placement agency for museum, non-profit organizations and art businesses
- www.attackmarketing.net - Event staffing, advertising, design, and experiential services
- www.onwardsearch.com - Mobile/internet marketing and interactive media
- www.creativeplacement.com - Placement within design firms, corporations and advertising agencies
- www.croshak.com - New York-based creative placement agency
- www.yehideology.com - Specializing in industrial design and related industries

H1B SPONSORSHIP

The following sites are resources for international citizens seeking employment opportunities and H1B Visa sponsorship in the United States.

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

GENERAL JOB BANKS

Each of the 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.

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

NON-PROFIT, GOVERNMENT

- www.idealists.org - Job listings specific to non-profits and philanthropic organizations
- www.usajobs.gov - Job listings for nationwide and international opportunities through the U.S. government



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ANIMATION, GAME DESIGN, ILLUSTRATION

- www.3Djobs.com - Creative and technical jobs in the Film & Animation, Video Game and Multimedia industries
- www.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
- www.gamasutra.com - The game industry leader in career resources with jobs searchable by company, title, description, city, state, or country
- www.gamedev.net/hub/careers - National job board for the game industry
- www.gamejobs.com - Jobs in the video and computer game industry

APPAREL, FASHION, TEXTILE DESIGN

- www.24seveninc.com - 24 seven is the leading talent recruitment agency for the biggest names in fashion, retail, marketing, advertising, and entertainment
- www.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
- www.wwd.com/wwdcareers - Women's Wear Daily job bank for careers in fashion retail and production
- www.stylecareers.com - The largest fashion-only job listing site on the internet
- www.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

- www.aimsmddc.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
- www.cois.org - Council of International Schools, hosts job fairs to teach at international schools around the world
- finearts.academickeys.com - A national listing of college and university level academic positions in the arts for both faculty and staff
- www.hercjobs.org - Job openings in higher education for faculty and staff
- www.higheredjobs.com - HigherEd 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
- www.nais.org - National Association of Independent Schools Career Center
- www.topschooljobs.org - National listing of openings in primary and secondary education
- www.utrunited.org - Urban Teacher Residency United (UTRU) is a not-for-profit organization that serves a growing national network of innovative teacher preparation programs



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ENVIRONMENTAL DESIGN, INTERIOR DESIGN, ARCHITECTURE

- archinect.com/jobs/index.php - 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
- www.arkitectum.com - Arkitectum offers a wide variety of vital information especially developed for the Architecture Community. View industry news, design competitions, and search architect job postings
- www.asla.org - American Society of Landscape Architects Job Link
- careercenter.aia.org - American Institute of Architects Career Center provides job listings for architects, interior designers, landscape architects and engineers across the U.S.
- careercenter.usgbc.org - U.S. Green Building Council Career Center
- newurbandesigner.com/jobs - 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
- www.urbanplannerjobs.com - 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

- www.entertainmentcareers.net - Internships and job listings in all facets of the entertainment industry
- www.mandy.com - Postings for vacancies in film and broadcast production across the U.S.
- www.mediabistro.com - Jobs and internships in entertainment and publishing
- www.namac.org/job-bank - Positions within organizations related to the media arts field
- www.productionhub.com/jobs - Jobs in film, television, video and digital media production
- www.spenational.org/resources/job-listings - Photography jobs in academic institutions
- staffmeup.com - Daily postings of production jobs around the U.S.

FINE ARTS

- www.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
- www.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
- www.artopportunitiesmonthly.com - A carefully screened art opportunities for traditional and contemporary artists working in all media
- www.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
- www.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
- www.bopa.org - Baltimore Office of Promotion & the Arts
- culturecapital.com - CultureCapital, Metro DC Arts Alliance
- www.mdarts.org/community/jobs - Maryland Citizens for the Arts
- www.mdartplace.org/opportunities - Maryland Art Place
- www.midatlanticarts.org - Mid Atlantic Arts Foundation
- www.msac.org - Maryland State Arts Council
- www.philaculture.org - Greater Philadelphia Cultural Alliance



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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:

- www.adcglobal.org - A comprehensive listing of advertising jobs and other inspiration
- www.altpick.com - Directory of illustrators, photographers, and designers of cutting edge images
- www.designdirectory.com - A guide to design firms and creative agencies
- www.illoz.com - Director of illustration portfolios
- www.microlancer.com - A platform which allows freelancers to create a virtual shop front. For graphic design, illustration, animation, photography, and 3D
- www.picture-book.com - A directory of freelance children's books illustrators
- www.workbook.com - A creative resource for design, photography and illustration portfolios

GRAPHIC DESIGN

- aquent.us - Resource for jobs in design, development, marketing and social media
- www.authenticjobs.com - High profile jobs in design
- www.creativehotlist.com - Search design jobs by keyword, location, category, industry or experience
- www.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
- www.howdesign.com/design-jobs/ - HOW's job bank, in connection with Behance Network, is a comprehensive listing of jobs and freelance opportunities for designers
- www.krop.com - Creative industry job board and portfolio hosting website
- www.segd.org - Job bank for environmental graphic design

MUSEUMS, GALLERIES

- www.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
- www.museum-employment.com - The Museum Employment Resource Center lists jobs and other information related to the museum, heritage management, and cultural resource communities
- www.nyfa.org/opportunities - New York Foundation for the Arts' comprehensive directory
- www.careercenter.collegeart.org - College Art Association (CAA) job postings. Paid subscription required.
- www.si.edu/OHR/jobs_public - Smithsonian Institution job postings
- www.midatlanticmuseums.org - Mid-Atlantic Association of Museums, job board is located under "News for the Field"

THEATER, SET DESIGN, COSTUMING

- www.theatrejobs.com - Find jobs and internships in the theater industry
- theateralliance.org - Theater jobs in the Philadelphia area



JOB SEARCH TOOL KIT

EVERYTHING YOU NEED TO JUMP START YOUR CAREER

5. INTERVIEWING AND SALARY NEGOTIATIONS

1. LEARN ABOUT THE ORGANIZATION

- Know the name and title of the person whom you will be talking to.
- 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.

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. GENERAL ETIQUETTE

- **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.



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6. 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 www.mica.edu/careerdevelopment. Career Development also offer mock interviews to help you prepare for upcoming interviews.

7. 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?

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.

8. 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.



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9. SALARY NEGOTIATIONS

- **Wait until an offer is made**

Take time to research average salaries or compensations for comparable industry positions in the region, and to calculate how much you need to be making. Don't 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.

- **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.

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 is here to help you at every step along the way. We look forward to assisting you and sharing in your success.

"To create one's own world takes courage." Georgia O'Keeffe