

Application for M.A.R.S. Assistant

IMPORTANT NOTICE - You must have attended the school at least 2 years as a student, to be considered for an assistant position. No more than one person per studio may be accepted concurrently in the same year.

An Assistant to MARS is on a working scholarship. In exchange for the work performed at the school, the class instruction portion of your tuition is covered. Therefore, you are still responsible for lodging and meals, which, for the week, is only **\$599 per person double occupancy, \$899 single occupancy**. Prices are subject to change year to year and will be finalized in February prior to the upcoming school session.

ASSISTANTS MUST-

- **Arrive by 1 pm on Sunday** to help with assorted duties in the preparation and setup of the school.
- **Be prepared to stay until at least 1 PM Friday** to assist in cleanup and closing down of school.

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home phone: _____

Cell number: _____

Company name: _____

Company phone: _____

E-Mail Address: _____

*** Please notify us if your e-mail address changes. All information is sent by e-mail. ***

Please give at least two references: One must be of a MARS Board Member (Please include phone numbers):

1) _____ phone _____

2) _____ phone _____

3) _____ phone _____

Class Choice in Order of Preference:

NOTE- you **MUST** list at least **two DIFFERENT** instructors to be considered for an Assistant position. If not, your application will be rejected. MARS can not guarantee placement with a particular instructor. If you are inflexible, please do not apply as an assistant.

A list of instructors may be found on our website at www.marsschool.com/courses.htm

1) _____

2) _____

3) _____

Selected Assistants will be notified in February prior to the school-week

GENERAL INFORMATION

IMPORTANT -please read and answer **ALL** questions

Assistants must be willing to:

- See that the classroom runs smoothly and support the instructor.
- Fill in for other classes, as an assistant, model, or help out in general if necessary.
- Possibly miss out on parts of the instructor's presentation if needed elsewhere.
- Help move equipment for special programs after class.
- Attend a daily AM meeting to discuss concerns and issues.
- Assist in any areas needed.

Have you previously attended the MARS School? Yes No When? _____, _____, _____

Were you ever an assistant at MARS or any other PPA affiliated school? Yes No

If so, when and for whom? _____

Can you set up and operate studio lights? Yes No

Are you capable of handling digital files? Yes No

Do you have a laptop and jump drive to use at school? Yes No

Are you ALL digital? Yes No

What type of camera do you use? Canon Nikon Other

Do you have any physical limitations that we should know about? No Yes

If yes, please explain:

What do you perceive your role as an assistant to be, and why do you want to be an assistant?

Because of the many people interested in this opportunity, not everyone can be an assistant. Please know that if you are not selected this year, you could be considered another year. Positions fill quickly so get your application in early.

Assistants are accepted with board approval each year. The M.A.R.S. Trustees consider the assistant's job to be an integral part of how smoothly and successfully the school operates. Please take this job seriously. We need dependable, positive and energetic people on our team!!

Please return this form as soon as possible to:

Steve Clark
Clark Matthews Photography
8308 Montpelier Drive
Laurel, MD 20708-2318

Or submit this form by **email to** – steve@marsschool.com