

**ART MODEL APPLICATION AND INFORMATION**



Department of Art and Art History  
 College of Fine Arts  
 The University of Texas at Austin

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**APPLICATION INSTRUCTIONS**

To apply as an art model for life drawing and figure painting classes, please complete this application (form is a writeable PDF you can word-process within or please print clearly) and mail into:

Hillary Haines  
 Model Applications  
 Department of Art and Art History  
 University of Texas at Austin  
 1 University Station D1300  
 Austin, TX 78712

Please do not call or email the Department to follow up on your application, Ms. Haines will contact you.

<b>APPLICATION DATE:</b>						
<b>FULL LEGAL NAME: (Last, First, Middle)</b>						
<b>MAILING ADDRESS:</b>						
<b>TELEPHONE:</b>						
<b>EMAIL ADDRESS:</b>						
<b>ARE YOU A CURRENT UT AUSTIN STUDENT?</b>	<b>YES?</b>		<b>NO?</b>		Note: Current art majors are <u>not</u> eligible for art model employment.	
<b>HAIR COLOR:</b>			<b>HEIGHT:</b>		<b>WEIGHT:</b>	
<b>WILL MODEL NUDE?</b>	<b>YES?</b>		<b>NO?</b>			
<b>WILL MODEL IN GROUPS?</b>	<b>MALE ONLY?</b>		<b>FEMALE ONLY?</b>		<b>BOTH?</b>	
<b>PREVIOUS MODELING EXPERIENCE:</b>						
<b>DAYS AND TIMES YOU CAN WORK*:</b>						

**\*GENERAL WORKING HOURS:**

Fall and Spring Semesters: 8:00 AM to 12:00 PM and 2:00 to 6:00 PM, Monday through Thursday  
 Summer Sessions: 8:00 AM to 12:00 PM and 1:00 to 5:00 PM, Monday through Friday.

## **ART MODEL WORK INSTRUCTIONS**

- All studio art classes, which are four hours long, are held Monday through Thursday. Morning classes are always from 8:00-12:00 PM and afternoon classes are always from 2:00-6:00 PM. There are occasional night classes that meet from 6:00-10:00 PM.
- The model coordinator will usually call you every Monday to schedule sessions for the following week. If you cannot be reached, a message will be left for you regarding what sessions are available. Confirm these sessions (date, time, location) with the model coordinator at 471-3378. Feel free to call at any time if you are interested in extra work or in scheduling for over a week in advance. Most models are scheduled to work one to two sessions a week.
- Be on time. This is very important, as you will not get paid for time missed. Models are paid between \$12.50 and \$15.00 an hour depending on experience and deducted quarterly (every 15 minutes) for time absent. If your class ends early, you will get paid for the full four hours.
- Should you have to cancel your session, call well in advance. Call the model coordinator at 471-3378 or the studio art division support office at 471-7359 between 9:00 AM-1:00 PM, Monday-Friday. If you call before or after these hours, please leave a message on the voice mail.
- You do not have to contact the instructor ahead of time about class requirements. Each instructor has different expectations but is flexible and will let you know at the beginning of the session what the class needs are for that day.
- You are paid twice a month. You are not responsible for filling out your own time sheets but are expected to sign about five of them every two months so the model coordinator may keep them on file. Every two weeks, the model coordinator will complete and turn them in for you. You may have your paychecks direct-deposited into a bank account or pick them up in the model coordinator's office, ART 3.320, or in UT Austin's Main Building. If you plan to pick your checks up, you must make arrangements with the model coordinator before hand. Pay periods and payday are as follows: *1st through 15th period* is paid on the *22nd* of the month; the *16th through the end-of-the month period* is paid on the *7th* of the following month.
- If the instructor cancels a class that you are scheduled to model for without at least 24 hours notice, you will be paid for that class. However, if your modeling appointment is cancelled at least 24 hours in advance, you will not be paid for that session. The model coordinator will try to reschedule you for another session that week but can make no guarantees.

## **CLASSROOM REQUIREMENTS**

- Generally, models are required to pose in 30-minute sittings or quick 30-second poses (gesture posing) with a couple of short breaks during the session. Variations may be established with each instructor; however, there must be a reasonable balance between modeling periods and breaks. Each model is entitled to a total of a half hour break during the 4-hour sessions.
- Use the restrooms to undress and wear a robe or similar clothing to and from the classroom. Don't undress in the classroom or walk around the classroom without a robe.
- Photography of a model is not allowed in the classroom without the model's permission. Any photography arrangements are strictly between the model and students and/or faculty. The University of Texas at Austin does not endorse or condone the photography of hired models and will not be held liable for such.

## **SPECIAL ATTENTION**

- Models must conduct themselves in a professional manner at all times. Modesty and discretion are required. Inappropriate comments or activities from models to students or faculty, or from students or faculty to models may be grounds for a complaint, disciplinary action, or termination. If you have any questions, complaints or conflicts, let the model coordinator know immediately.