



*Career development is a lifelong process. In order to be best prepared to enter your chosen field, we recommend that you follow this suggested timeline.*

## Freshman Year

- ◆ Acquaint yourself with faculty, staff, library, resources and events, computer labs and who is who, who can help you.
- ◆ Learn to use the Internet to research your major, resume writing, job search strategies, interviewing, auditioning, portfolios, career information and company information. Use the Career Services website ([www.uarts.edu/careerservices](http://www.uarts.edu/careerservices)) as a starting point.
- ◆ Open an account in *UArtsCareers*, our online job listing system at [www.uartscareers.com](http://www.uartscareers.com). Review current listings at least weekly to see what types of opportunities exist in your field.
- ◆ Start to work on developing your resume and portfolio.
- ◆ Attend the annual Part-Time Job Fair (in the early Fall) and OppFest Job Fair (in late Spring), as well as other career-related events. These are great opportunities to network with arts professionals and alumni.
- ◆ Join a club or a student chapter of an association related to your major and get involved in the community by doing career-related volunteer work.
- ◆ Attend visiting artist lectures and performances.
- ◆ Begin documenting your new skills, likes and dislikes, personality styles, behavioral style, work preferences in a journal.
- ◆ Collect and read the various "Helpful Handouts" on career topics, developed by the Career Services Office and available to pick up in our office or online at [www.uarts.edu/careerservices](http://www.uarts.edu/careerservices).
- ◆ If you are seeking part-time, freelance or summer jobs, search the listings in *UArtsCareers* and other resources, and schedule an appointment with Career Services to discuss potential opportunities ([www.uarts.edu/careerappointment](http://www.uarts.edu/careerappointment)).
- ◆ Visit Career Services to talk about your career concerns and to begin planning for your future.

## Sophomore Year

- ◆ Continue to update and revise your resume and portfolio as your experience and skills increase.
- ◆ Review student job listings in *UArtsCareers* for freelance or part-time positions related to your field to build your resume and portfolio.
- ◆ Begin to enter competitions, exhibitions and shows geared towards students.
- ◆ Attend visiting artist lectures and performances and other programs.
- ◆ Attend events and job fairs sponsored by Career Services, as well as those taking place in the local community.
- ◆ If considering further education, research graduate school programs and look into GRE testing.
- ◆ Continue to explore the web for arts and career-related resources.
- ◆ If you are seeking part-time, freelance or summer jobs, search the listings in *UArtsCareers* and other resources, and schedule an appointment with Career Services to discuss potential opportunities.
- ◆ Schedule a meeting with Career Services to discuss career goals and possible internships for Junior Year.
- ◆ Research and explore possible internship opportunities.
- ◆ Learn about and practice writing cover letters.
- ◆ Visit Career Services to discuss any questions and concerns about your career strategies.

## Junior Year

- ◆ Begin to formally build and document your portfolio; obtain feedback from faculty and professionals.
- ◆ If considering further education, use the Internet to further research graduate programs.
- ◆ Apply for internship opportunities and register to earn academic credit for the experience.
- ◆ Complete an internship within your discipline; develop job skills and gain hands-on experience in your field.
- ◆ Look through current job listings for information on salaries/wages, job descriptions and company profiles.
- ◆ Consider student membership in appropriate professional organizations.
- ◆ Conduct information interviews with people in your field in order to gain valuable insight and advice as well as to build your professional network.
- ◆ Evaluate your social media profiles (Facebook, LinkedIn, Twitter, Instagram, etc.) to ensure they represent you in a positive, professional light.
- ◆ Continue to enter exhibitions, competitions and shows and do career-related freelance work to build resume and portfolio.
- ◆ Attend visiting artists' lectures and performances and career-related special events and job fairs.
- ◆ Participate in local arts community events and do volunteer work to network, enhance your skills and gain experience.
- ◆ If you are seeking part-time, freelance or summer jobs, search the listings in *UArtsCareers* and other online resources, and schedule an appointment with Career Services to discuss potential opportunities.
- ◆ Visit Career Services to discuss any questions and concerns about your career strategies.

## Senior Year

- ◆ Continue to fine-tune your resume and portfolio through freelance, contract, part-time work, shows and competitions.
- ◆ Establish your own website to promote yourself professionally. Set up a professional email address.
- ◆ Continue to look regularly at job listings in *UArtsCareers* and other resources.
- ◆ Have your resume reviewed by Career Services.
- ◆ Have your portfolio reviewed, or seek feedback on your self-promotional materials, by various professionals in your field.
- ◆ Continue to participate in the arts community through volunteer work, competitions and shows.
- ◆ Complete an internship in your field.
- ◆ Enroll in a course on the business of the arts.
- ◆ If pursuing graduate school, prepare applications in early fall, request references from faculty, and submit applications by the deadlines.
- ◆ Develop your job search strategies and implement the strategies in early spring.
- ◆ Continue to search the listings in *UArtsCareers* as well as other resources and apply for opportunities of interest.
- ◆ Obtain letters of recommendation from faculty, employers and staff.
- ◆ Attend visiting artist programs and performances, job fairs, and portfolio reviews for opportunities to network.
- ◆ Go on job interviews and auditions.
- ◆ Update your address with the Registrar and Alumni Relations offices before you graduate.
- ◆ Upon graduation, keep in touch with UArts by becoming a member of the UArts Alumni Association.
- ◆ Continue to visit or contact Career Services, as needed, for free career assistance.