



The Art Institute of Houston
www.aih.artinstitutes.edu

FREELANCE REQUEST GUIDELINES

- 1) Complete a Freelance Job Order form, and return by e-mail or fax. If you have a written description of your job, please include it with as much detail as possible.
- 2) Your lead is posted on the secure Alumni Job Web site where alumni review the jobs.
- 3) Interested alumni will contact you directly.
- 4) You, as the employer, should talk with the alumni where you review his/her portfolio and discuss specifics of your job.
- 5) Ask the alumni to give you a bid, or tell them your project budget.
- 6) You are under no obligation to hire any alumni of The Art Institute of Houston.
- 7) If the alumni does the work agreed upon, he/she expects to be fully compensated.
- 8) After you have selected an alumnus you should reconfirm terms, timeline, and pricing, which could be in a written contract or letter of agreement.
- 9) Once the contract or letter of agreement is signed, alumni will receive first installment of payment (generally 50%) before any work is done.
- 10) Please contact Mary Kate Robinson once your project has been completed, so that your job can be removed from the system's posting.

Points to keep in mind:

The Art Institute of Houston does not recommend individuals for a specific project. We are happy to post your position, so you may have the opportunity to screen the candidates. We suggest you ask to see a sample of his/her work. The Art Institute of Houston is not responsible for the actions of either party. We are a 'bulletin board' to post positions.

Mary Kate Robinson

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