



Trenton Museum Society

P.O. Box 1034, Trenton, N.J. 08606

Now Hiring

Independent Contractor as Coordinator Art Education Programs For the Trenton City Museum

**Ellarslie, the Trenton City Museum
Cadwalader Park
Trenton, NJ**

To Be Received On:

July 13, 2017

resumes@ellarslie.org

*Prepared by: Trenton Museum Society Education Committee,
Marisa Benson and Carolyn Stetson*

PURPOSE

Mission: Through its exhibits, collections, educational programs and community activities, the Trenton City Museum preserves and promotes the diverse history, art, and culture of Trenton and the greater Trenton area for the benefit of Trenton residents and visitors.

The Trenton Museum Society Board of Trustees is currently responsible for all programming that occurs at the Trenton City Museum.

OBJECTIVE

We seek an independent contractor who can develop and implement art education programming for the Trenton Museum Society to reach as broad an audience as possible including children, youth and adults focusing on Trenton and the surrounding area.

DESCRIPTION

TMS seeks to hire an independent contractor as art education coordinator to develop and run an educational program for children and adults.

Responsibilities of Education Coordinator in order of priority:

Essential Requirements

- Develop programming for youth grades pre-K through 4. This may be done on a season-by-season basis
- Ensure programming is based on/connected to our permanent and temporary exhibits as well as teaching a visual arts-based curriculum
- Project resource needs (financial, human, material) for programming
- Create and maintain a budget for programming
- Design content for outreach, marketing and development related to art education programming
- Cultivate relationships with teachers and principals and the Supervisor of the Arts at Trenton Public Schools, local charter schools and other local educational institutions.

Preferred Requirements

- Cultivate relationships with local colleges, especially those with programs for teaching artists (i.e. TCNJ) and arts administrators (i.e. Rider)
- Develop adult programming to support the professional development of experienced and emerging artists
- May oversee interns who will develop databases of art teachers, school administrators, teaching artists, grant opportunities
- Liaison with the representatives of Any Given Child initiative in Trenton

Salary: 20 hours a month at \$15/hour for 12 months = \$3,600. Hours are flexible and determined by the consultant and the TMS Board of Trustees. Contractor will establish hours at the museum.

The programs developed should be fully described in writing including program vision, methods, required materials, target audience and desired outcome. Written descriptions will be used to seek funding for subsequent years. All programs developed by the contractor will become the property of the Trenton Museum Society and should be easily replicable.

Contact Person for inquiries: Carolyn Stetson cpstetson@mac.com

SUBMITTALS

Please send resume and cover letter electronically to resumes@ellarslie.org no later than:

Thursday, July 13, 2017 at 3pm.

TIMELINE

- Applications received July 13, 2017
- Hiring Committee reviews and conducts interviews with a selected pool of applicants.
- Hiring Committee makes recommendation to Executive Committee by July 19, 2017
- Board approval July 19, 2017
- Projected start date is July 20, 2017.