

CITY OF SOMERS POINT ARTS COMMISSION (SPAC)
REQUEST FOR QUALIFICATIONS - ART INSTRUCTOR
May 2023

The SPAC has an exciting opportunity for a qualified art instructor for our ART CAMP 2023 at Jordan Road School. Camp would run for a two-week period, Monday to Thursday, July 17 to July 27. Each class would be held 9:00am to 11:00am in the art room at Jordan Road School.

The SPAC is seeking an instructor for the above program with strong skills in the following:

1. Creating and offering visual art project(s) to students ages 10 to 12.
2. Incorporating a variety of concepts and materials
3. Utilizing themes and eliciting feedback from students
4. Assisting in displaying completed artwork

It is optional for the candidate for the position to submit an additional resume, however, it is required that the candidate submit an employment application. **Please print the Application for Employment** found at: <http://www.somerspointgov.org/> Click on Application/Registration/Forms, then Application Employment

Further, in order to be considered responsive to this Request for Qualifications, please submit the following to us for consideration:

1. Name, address and contact information
2. Education – Post-High School and beyond including visual art degrees, courses, workshops, etc.
3. Visual Arts experience, especially as it relates to the position for grades 4-8
4. Describe in sufficient detail an example of your proposed arts project (can be one big project that continues for the 8-days or several smaller ones) and the materials required that you may want to use.
5. References that include the names and contact information of persons who can verify experience.
6. Proof of fingerprint background check (please let us know if you need assistance in acquiring)
7. Completion of a survey provided by the SPAC for satisfying grant requirements.

ART INSTRUCTOR COMPENSATION

The salary for this part time, seasonal position is:

\$30/hr. for direct instruction at the Summer Art Camp (eight, two-hour sessions)

An additional \$100 for general prep, planning and purchasing of materials (materials will be reimbursed)

COMPENSATION PAYMENT PROCEDURE

Payment to the art instructor will be made after the submission of a timesheet for both instructional and planning hours sent to the Financial Office every 2 weeks based on the deadlines provided by the Somers Point Finance Office and after a signed approval by the SPAC Chair or designee.

Payments for purchased supplies will be paid directly to the supplier/vendor by the SPAC with signed Purchase Order by the vendor supplier or by reimbursement to the arts instructor upon presentation of receipts.

SUBMISSION

Qualified applicants who wish to respond to this request shall submit one (1) copy of their application package in an envelope clearly marked "Application for Summer Art Instructor". Applications shall be received by mail or in

person in the office of the City Clerk, 1 W. New Jersey Avenue, Somers Point, NJ 08244 between Mondays and Fridays from 9:00 AM until 5:00 PM.

The deadline for submission is the close of business on Friday, May 26.

Any questions regarding this request can be addressed by email to somersptarts@gmail.com or danmyersphoto@gmail.com

Thank you very much for your interest and know that you will receive full support from the SPAC in leading this worthwhile program!

Dan Myers, SPAC Chairperson
609-703-6653