



Request for Proposals: Whole Schools Program Contractual Administrator

The Mississippi Arts Commission (MAC) is seeking a freelance contractor to provide administrative assistance for its Whole Schools program. Whole Schools is a statewide arts education program that provides teacher training and arts instruction for students as a way to integrate the arts into daily classroom instruction. Nearly 30 Mississippi schools will participate in the program during the 2019-20 school year.

The contractor will work under the direction of MAC's Arts Education Director and be part of a team that administers the program. The duties will include:

- Providing administrative support for the program
- Maintaining contact with participating schools
- Assisting Arts Education Director with planning and coordination of professional development meetings
- Assisting with developing documents for the program, including training materials
- Preparing material for social media posts and website updates
- Collecting data from schools for reporting
- (If qualified as a trainer) Providing training to participating teachers and artists

MAC anticipates that the contractor will work up to 15 hours per week on the program during the contract period. MAC will pay \$15.00 per hour for the contractor's services. The contract includes occasional travel outside of central Mississippi, including very limited overnight and weekend travel.

Required Skills

- Strong organizational skills
- Administrative experience
- Polished communication skills
- Experience in project collaboration / working in a project team
- Knowledge or experience in an arts discipline
- Experience in and understanding of arts education

Non-Required but additional desired skills

- Experience as a K-12 classroom teacher or administrator
- Experience working as a professional artist (in any of the major artistic disciplines)
- Experience in curriculum development

How to Submit

Individuals interested in being considered should submit a current resume with a two-page cover letter with a detailed description about their experience in arts education and relevant



project management experience. Proposals must be submitted no later than July 26, 2019 to Charlotte Smelser at csmelser@arts.ms.gov.

NOTE: This request is for a contractual project with MAC. It is not a state employee position and the contractor will not be eligible for any benefits provided for state employees.

