

REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

Res/Ord No.: 18384

Sponsor(s): Dan Tarwater

Date: February 3, 2014

SUBJECT	<p>Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Requesting a Resolution authorizing the County Executive to enter into an Agreement with Rachel Eilts in the amount of \$35,880.00</u></p>										
<p>BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Amount authorized by this legislation this fiscal year:</td> <td style="text-align: right;">\$35,880</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td style="text-align: right;">\$35,880</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td style="text-align: right;">35,880 \$</td> </tr> <tr> <td>Source of funding (name of fund) and account code number; FROM Anti-Drug Sales Tax Fund – 008; Prosecutor Community Crime/Drug Prevention – 4156; Other Professional Services - 56080</td> <td style="text-align: right; vertical-align: middle;">FROM ACCT \$35,880</td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p>OTHER FINANCIAL INFORMATION:</p> <p><input type="checkbox"/> No budget impact (no fiscal note required) <input type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract: Department: _____ Estimated Use: \$ _____</p> <p>Prior Year Budget (if applicable): _____ Prior Year Actual Amount Spent (if applicable): _____</p>	Amount authorized by this legislation this fiscal year:	\$35,880	Amount previously authorized this fiscal year:	\$	Total amount authorized after this legislative action:	\$35,880	Amount budgeted for this item * (including transfers):	35,880 \$	Source of funding (name of fund) and account code number; FROM Anti-Drug Sales Tax Fund – 008; Prosecutor Community Crime/Drug Prevention – 4156; Other Professional Services - 56080	FROM ACCT \$35,880
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PRIOR LEGISLATION	<p>Prior ordinances and (date): _____</p> <p>Prior resolutions and (date): 18087 2/13</p>										
CONTACT INFORMATION	<p>RLA drafted by (name, title, & phone): Jean Peters Baker 1/21/14</p>										

REQUEST SUMMARY	<p>Resolution authorizing the County Executive to enter into an agreement in the amount of \$35,880.00 with Rachel Eilts, 261 Orchard, Kansas City, Kansas 66101. Ms Eilts will be the Lead Artist Mentor for the MyARTS Program.</p> <p>MyARTS is a COMBAT initiated drug prevention program addressing the needs of "high risk youth". This program will expose youth to a variety of possible work opportunities through a 72 hour apprenticeship, followed by a paid part time entrepreneurship position. The apprenticeship/leadership program will place Metropolitan teens in small groups with professional urban artist/designers and young artist mentors to design, create and sell art products. With fully equipped, staffed studios, MyARTS will conduct business management training beyond the creative aspect of the program to produce productive, highly skilled, and dependable young artist and technicians. The training areas will include: Entrepreneurialism, business law, accounting, selling, promotions/marketing, and research. MyARTS is funded by the Department of Public Safety, City of Kansas City and COMBAT.</p> <p>Term of the Agreement is January 1, 2014 through December 31, 2014.</p> <p>Funds should be allocated from 008-4156-56080. Monthly payments.</p>	
CLEARANCE	<input type="checkbox"/> Tax Clearance Completed (Purchasing & Department) <input type="checkbox"/> Business License Verified (Purchasing & Department) <input type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)	
ATTACHMENTS	Proposal, budget	
REVIEW	Department Director: <i>Jean Peters Baker</i>	Date: 1-21-14
	Finance (Budget/Approval): If applicable <i>Heather S Ball</i>	Date: 1-22-14
	Division Manager: <i>[Signature]</i>	Date: 1/23/14
	County Counselor's Office:	Date:

Fiscal Information (to be verified by Budget Office in Finance Department)

- This expenditure was included in the annual budget.
- Funds for this were encumbered from the _____ Fund in _____.
- There is a balance otherwise unencumbered to the credit of the appropriation to which the expenditure is chargeable and there is a cash balance otherwise unencumbered in the treasury to the credit of the fund from which payment is to be made each sufficient to provide for the obligation herein authorized.
- Funds sufficient for this expenditure will be/were appropriated by Ordinance # _____

Funds sufficient for this appropriation are available from the source indicated below.

Account Number:	Account Title:	Amount Not to Exceed:
008-4156-56080	Anti-Drug Sales Tax Fund – Drug Prevention: Oth Professional Serv	\$35,880

- This award is made on a need basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases will, of necessity, be determined as each using agency places its order.
- This legislative action does not impact the County financially and does not require Finance/Budget approval.

Rachel Eilts

SSN 513-98-3780

JOB TITLE: Visual Arts Lead Artist Mentor

DATES OF EMPLOYMENT: January 1, 2014 through December 31, 2014

BUDGET: \$23 per hour - \$35,880 per year
Not to exceed 30 hours a week

DESCRIPTION: Part-time teaching / mentor position

MyARTS began in 2006 downtown Kansas City Missouri as an art program for youth with five art studios: visual (painting), screen printing, photography, sculpture, ceramics and graphic design. MyARTS has since opened a new location in Independence, MO off the Independence Square. The east location acts as a community center with after-school programs for youth ages 14-19 and workshops for all ages of youth.

GENERAL RESPONSIBILITIES:

- Artist Mentors will be responsible for their studios at all times.
- Artist Mentors will be expected to plan and facilitate projects within their studios.
- Teach apprentices skills and tools needed to perfect their art.
- Maintain daily progress report on each apprentice. Report will be handed in weekly.
- Artist Mentors and Apprentices will collaborative on creative projects, some specifically commissioned by clients.
- Facilitate cooperation between all apprentices in the studio.
- Act as positive role models and resource for participants / apprentices and other staff members, supporting participants' academic, cultural and art interests.
- Maintain professional relationships with all other staff members and apprentices.
- Provide support of program activities related to the MyARTS Program.
- Abide by all rules and policies set forth by the MyARTS Program and enforce said rules and policies fairly and consistently.

SPECIFIC JOB DUTIES:

- Facilitate the execution of art work of young artists in the Visual Arts Studio by managing studio supply usage, reinforcing art techniques and an entrepreneurial mindset, aiding in creation of design from research to framing, assisting in show hanging, art work presentation, writing of artist statements, entitling work, promotional and marketing techniques, modeling professional communications with commission clientele and customers, sales techniques, and time-management skills.

- Managing specialized art technique training for Young Artists in workshops and scheduling community volunteers and visiting artists for special instruction or workshops for MyARTS Young Artists.
- Recruitment of potential MyARTS employees by visiting Jackson County Schools, speaking with teachers, counselors, parents and young artists, interviewing all potential young artists, scheduling and monitoring young artists' progression in the apprenticeship program.
- Monitor and oversee apprenticeship program where young artists complete a foundations art curriculum prior to employment in the MyARTS program and ensure a smooth transition as from apprenticeship to employment in the MyARTS program.
- In Studio organizer of all MyARTS special events and programs, including store front presentation, sales, shift scheduling, packaging and opening and closing of store front.
- Preparation and hanging of MyARTS products in satellite featured locations in the Kansas City Area.
- Research of pricing for MyARTS pre-press products to ensure the lowest tax-payer cost spent on supplies.
- Research of MyARTS buying market and national trends in art sales to help Young Artists keep a step ahead and to ensure product sales, thereby helping to reach the goal of MyARTS becoming a self-sustaining program.
- Manager of marketing and dispersing of promotional materials by Young Artists for special events.
- Working closely with Program Director in special event planning from thematic choices and curatorial duties to layout and gallery set-up.
- Responsible for challenging the Young Artists to create thought-provoking art work that engages the public in a conversation about the perspective of Kansas City youth.
- Responsible for maintaining inventory for all MyARTS' products online and in store front, and fielding customer questions regarding products.
- Working with commission clientele and customers to ensure quality creation of art work and customer satisfaction with products.
- Facilitating meetings with clients and Young Artists where the youth may learn the process of creating quality commission work suited to the client's needs.
- Responsible for overseeing MyARTS website creation, updates, maintenance, newsletters and answering all emails directed to the website addresses.
- Monitor all young artists' hours and attendance, responsible for all scheduling communication for all young artists.
- Organizing community outreach campaigns where information about the MyARTS program, the Jackson County Prosecutor's Office and COMBAT are dispersed through events such as Duck Derby, SantaCalagon Days and the Plaza Art Fair. Young Artists work with younger children on satellite art projects, modeling the mentoring the Young Artists receive in the MyARTS program.
- Gathering of all evaluation and paperwork required by MyARTS program including employee tax papers.

- Manage and organize all MyARTS studios needs including: supply lists, workshops, visiting artist lectures, preparation for events, monthly studio meetings, studio commissions, and oversee all product and promotional material creation.
- Manage communications between Director and MyARTS Studios Artist Mentors/Young Artists.
- Weekly reporting to MyARTS Program Director

Rachel Eilts

913.568.2274
racheleilts@gmail.com

Throughout my career as a graphic designer and art educator, I have developed a self-motivated, goal-oriented work style with an emphasis on relationships, communication and interpersonal skills. Working with youth pairs creativity and quick thinking with patience and planning, while my experience in graphic design taught me to work well both independently and as a part of a team. Through working with high school students to be youth mentors for younger students, the youth mentors developed entrepreneurial drive, environmental awareness and leadership abilities with a goal of developing their life skills while enhancing the younger students' experience in after school programming.

EXPERIENCE

MyARTS Visual Arts Mentor 2013-2014

Accessible Arts Program Manager/Artist in Residence 2010-2013

- create and teach inclusive arts educational curriculum
- develop and manage art programming

EAT Advertising and Design Art Director 2004-2010

- design branding packages, collateral materials, annual reports, ads, packaging, brochures and more

Kansas City Mentoring Initiative arts educator 2001-2004

- create environmental arts education curriculum for USD 500 Kansas City, KS school district as well as train and mentor high school students

The Storytellers Inc. arts educator 2000-2004

- create arts education curriculum for students in juvenile detention centers and Kansas City, KS and MO school districts

EDUCATION

InterPlay Teacher Training for InterPlay

University of Kansas Bachelor of Fine Arts

References available upon request



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