

CITY OF TRACY

Arts Education Coordinator - Supplemental Questionnaire

Final Filing Date: OPEN UNTIL FILLED

(Initial screening: Week of March 12, 2012; early submission recommended.)

INSTRUCTIONS: In addition to an official City application, each candidate is required to submit responses to the Supplemental Questionnaire. Enter, type, or write responses legibly, with clarity, conciseness, and completeness. Answers to each question should be on a separate sheet of paper (8½" X 11"), and limited to no more than one page per question.

Resumes/facsimiles will not be accepted in lieu of an official city application. Postmarks will not be accepted in lieu of timely filing of the application.

When completed, include with your application and return to:

City of Tracy
Human Resources
333 Civic Center Plaza
Tracy, CA 95376

or include as an attachment to your online application submission.

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1. Describe your experience with educational and instructional arts programs; specifically your role in the planning, coordination, development and oversight of such programs and your involvement with program attendees.
 2. Describe your experience in recruiting, interviewing, selecting, overseeing and evaluating instructors, and programming collaborators and guest artists. Include any experience you may have with Artist-In-Residence programming.
 3. Describe your experience developing and marketing promotional materials and conducting community outreach.