



Amy M. Appleton

NON-PROFIT PROGRAM MANAGEMENT EXPERIENCE

Marquis Studios

Director of Education

Brooklyn, NY

November 2016-Present

- Recruit, hire and train teaching artists and assess ongoing professional development for staff.
- Facilitate planning meetings between 130 partner schools and teaching artists & approve all lesson plans.
- Supervise 83 teaching artists & conduct frequent visits to schools to observe and document performance.
- Write pARTnership Newsletter and create residency and program branding.
- Oversee design and execution of professional development and participation at Face to Face conference.
- Write program reports in fulfillment of grant requirements.

Free Arts NYC

Arts Mentoring Program (AMP) Manager

New York, NY

February-July 2016

- Managed 22 AMP groups at 9 partner sites combining visual art & mentoring for 200+ youth ages 6-13.
- Supervised the AMP Coordinator, Materials Coordinator, Curriculum Writer, 15 teaching artists, 100+ volunteer mentors, 1-2 interns each semester, and led trainings and professional development for all staff.
- Oversaw communication with partner site staff and evaluated partnerships through annual meetings.
- Managed program payroll, budget, and evaluation including data collection, processing, analysis, and writing an Annual Report to be used internally and externally.

Arts Mentoring Program (AMP) Coordinator

August 2011-January 2016

- Matched 80+ volunteer mentors to mentee groups each semester and tracked their screening requirements.
- Collaborated with Program & Engagement Depts. to write the *Creative Youth & Community Development Manual*.
- Collaborated on 4 theme-based curricula annually, featuring historical, contemporary & socially engaged artists.
- Developed new systems to track student attendance and assessment surveys digitally through Google Drive.
- Led parent orientations and community outreach events to recruit students.
- Managed the annual *Art from the Heart* event and student exhibition & chaired the Outreach Committee.
- Established partnerships with partner sites, professional artists, vendors, in-kind donors and other supporters.

CITYarts, Inc.

Project Coordinator

New York, NY

January-August 2011

- Managed the creation of a large, collaborative mural at the Polo Grounds Community Center in Harlem.
- Restored *Alice in Wall Street Land* mural in TriBeCa with help from corporate and non-profit volunteer groups.
- Supervised 18 high school & college interns, training them to work with youth in Harlem and volunteers in TriBeCa.
- Maintained partnerships with hundreds of schools through an international youth art exhibit, *Pieces for Peace*.
- Communicated with the Israel Team during the final stages of the *Mosaic Peace Wall* in Jaffa, Tel Aviv.
- Organized the live and silent Art Auction and Goods & Services Auction for the annual Benefit.

Creative Alliance at the Patterson

AmeriCorps Art Education Associate

Baltimore, MD

August 2008-July 2009

- Coordinated 4 literacy-based after-school arts programs for under-served youth ages 6-14 at schools and libraries.
- Led lesson plan brainstorming meetings with instructors to select annual themes and design curriculum.
- Ordered, packed and shipped art materials and snacks for teaching artists and made sites visits to groups.
- Collaborated with Community Engagement staff on presentations for local schools and recruitment events.
- Led tours of the rotating gallery exhibits and live/work artist studios at the Creative Alliance with youth.

Lehigh Valley Arts Council

Arts in Education Intern

Allentown, PA

January-May 2008

- Conducted interviews with *Urban/Suburban Program* teachers and developed articles for ArtLinks newsletter.
- Wrote press releases for exhibition openings and translated materials into Spanish.
- Assisted with office mailings, membership renewals, and professional development trainings.

ArtsQuest: Banana Factory

B-Smart Summer Program Coordinator

Bethlehem, PA

June-August 2007

- Oversaw correspondence with 3 partner schools, matching middle school youth to free summer art classes.
- Designed assessment to evaluate positive changes in students, interviewing participants in English & Spanish.
- Taught painting classes, assisted with clay and photography classes and facilitated a mural project at *Musikfest*.

VISUAL ART TEACHING EXPERIENCE**NEW YORK, NY**

- Metropolitan Museum of Art – *Curious Minds* Tour Guide & Tour Creator (families) February 2016-Present
- Children's Aid Society: PS 5 – Free Arts NYC, *Arts Mentoring Program* (ages 8-10) October 2011-May 2016
- Trinity Lutheran Church – Mosaic Benches & 3x5' Collaborative Mosaic (youth & adults) June 2014-October 2015
- Grand Street Settlement: Jacob Riis Center – Free Arts NYC, *PACT Program* (families) July-August 2015
- PS 119 – Center for Arts Education, *English Language Learning through the Arts* (ages 7-9) February-May 2014
- PS 314 – Center for Arts Education, *Parents as Arts Partners* (families) March-April 2012

CENTRAL NJ

- Inspired Minds Fine Art Studio – Mixed Media & Oil Painting Classes (ages 7-12) September 2010-June 2011
- Kids Art Studio – Bilingual English/Spanish Art Classes (ages 5-7) September-December 2010
- Reformation Lutheran Church – Stained Glass Mosaic Welcome Sign (ages 5-16) April-October 2010

BALTIMORE, MD

- Amazing Grace Lutheran Church – 4x7' Collaborative Mosaic (youth & adults) April-July 2009
- Stadium Place YMCA – 300 Painted Tiles Installed on Rebuilt Playground (youth all ages) April-July 2009
- Creative Alliance at the Patterson – *Kerplunk! Program* & Banner Project (families) March-July 2009
- Hampstead Hill Academy – Creative Alliance, *Open Minds Program* (ages 9-14) September 2008-June 2009
- Ednor Gardens-Lakeside Art Camp – MICA, *Summer Teaching Program* (ages 8-12) June-August 2008

COMMUNITY INVOLVEMENT

- **NYC Museum Educators Roundtable (NYMER)** 2016-Present
- **Children's Education Team Member** – Trinity Lutheran Church (Astoria, NY) 2015-Present
- **Youth Ministry & Advocacy Volunteer** – Reformation Lutheran Church (West Long Branch, NJ) 2005-2012
- **DoCip Spanish Translator** – United Nations Permanent Forum on Indigenous Issues (New York, NY) 2007 & 2010
- **Mission Team Leader and Teaching Artist** – James R. Ganley Elementary School (Juarez, Mexico) 2005-2008

GROUP EXHIBITIONS

- **Sunset: Reflections in Music, Art & Poetry** – Trinity Lutheran Church (Astoria, NY) October 2016
- **Trinity Presents Trinity** – Trinity Lutheran Church (Astoria, NY) October 2015
- **Creations Art Exhibit: Mercy** – Our Savior's Atonement Lutheran Church (New York, NY) September 2014
- **Reuse Remixed: Small Works** – Materials for the Arts (Long Island City, NY) March-May 2014
- **Creations Art Exhibit: Grace** – Our Savior's Atonement Lutheran Church (New York, NY) October 2013
- **Art Strings** – NJ Symphony Orchestra (Newark, NJ) 2011-2012 Tour
- **Intersections: Art + Community** – MICA Leidy Atrium (Baltimore, MD) July 2009
- **Senior Seminar Exhibition** – Muhlenberg College Martin Art Gallery (Allentown, PA) May 2008

WORKSHOPS PRESENTED

- **USSEA Conference** – Queens Museum (Flushing, NY) July 2015
- **Growth Mindset Staff Training** – Queens Community House (Forest Hills, NY) October 2014
- **PASE@PACE Conference** – Partnership for After-School Education (New York, NY) July 2014
- **Recycled Mosaics** – Materials for the Arts (Long Island City, NY) March 2013
- **Youth Worker Leadership Conference** – Ramapo for Children (New York, NY) March 2012

EDUCATION

- **New York Foundation for the Arts (NYFA): New York, NY** – Emerging Leaders Program 2016-2017
- **Lincoln Center Education: New York, NY** – *Culture at the Core* Professional Development 2014-2015
- **Urban Arts Partnership: New York, NY** – Everyday Arts for Special Education (EASE) Training 2014
- **Maryland Institute College of Art: Baltimore, MD** 2008-2009
 - Master of Arts – Community Arts
- **Muhlenberg College: Allentown, PA** 2004-2008
 - Bachelor of Arts – Studio Art, Painting Concentration, with honors
 - Bachelor of Arts – Spanish, with honors (Phi Sigma Iota)
- **Center for Cross-Cultural Studies: Sevilla, Spain** – Advanced Spanish Program 2006

SKILLS & INTERESTS

- **Languages:** English (Native), Spanish (Advanced Proficiency)
- **Technology:** Mac & PC fluent, Microsoft Office & Access, Google Office, Adobe Photoshop CS4, Prezi, Databases (eTapestry, Salesforce), Social Media (Facebook, Twitter, LinkedIn, Instagram, Pinterest, YouTube)
- **Music:** Flute and Piccolo, NY Flute Ensemble (2014-Present), Trinity Lutheran Church Handbell Choir (2013-Present)