



# Entrepreneur-In-Residence

## 2018 Guidelines

The New Haven Free Public Library is in the process of opening its brand new space: Ives Squared to explore, create, innovate and connect. Ives Squared strives to inspire and contribute to the vibrant civic and innovative culture of the New Haven community by creating an environment that sparks new ideas, allows for spontaneous interactive experiences, provides opportunities to learn new skills, and generates networking between users of the space (as mentors and peers).

As part of Ives Squared, the New Haven Free Public Library is launching an Entrepreneur-In-Residence program (as well as a Creative-In-Residence program), as a quarterly appointment. The Entrepreneur-In-Residence (EIR) embodies the spirit of innovation and the transference of practical information. There will be many ways for an individual to share their skills and knowledge:

- Teach workshops and classes
- Conducting one-on-one sessions to guide emerging entrepreneurs in the development and launch of their for-profit and not-for-profit concepts
- Creating an active community of inquisitive professionals – to help establish the awareness and relevance of the new Ives Squared space

### Ives Squared

Ives Squared has four defined sections:

#### ***The Exchange:***

The Exchange offers an entrepreneurial and social space for collaboration and co-working around business, civic and community issues. It is characterized by movable, modular seating and tables, writeable and magnetic walls for brainstorming and designed for flexible technology use. The space is equipped with five PC and five Mac laptops as well as a host of the latest publications on topics such as social entrepreneurship and business planning.

#### ***The Tinker Lab:***

The Tinker Lab provides the training and tools for experimentation and an introduction to the world of creating and making, an essential element of 21<sup>st</sup> century learning. The Tinker Lab is equipped with two Makerbot Replicator+ 3D printers, an Epilog Zing 60 Watt laser cutter, a Roland Cam GS vinyl cutter, a Carvey CNC, 3 PC and 3 Mac desktops loaded with Adobe Creative Suite, Fusion 360 and Office 365. There is a common working table, a cutting table with a variety of seating throughout. A collection of relevant and recently published materials will be available in the space.

#### ***The Switchboard:***

The Switchboard is the welcoming front door for individuals to connect their interests to opportunity, services, databases and resources inside and outside the Library.

#### ***The Café:***

The Café operated by an experienced restaurateur serves as the heart of Ives Squared with space for coffee, conversation, networking nourishment. This comfortable environment, with an outside patio overlooking the green, provides for the individual to work alone or communicate with others utilizing the café.

## The Entrepreneur-In-Residence

### **About the Entrepreneur-In-Residence**

The Entrepreneur-In-Residence will be a person who can speak with authority on the requirements and challenges of running a for profit or non-profit organization – drawing from their personal experience. They are well versed in the New Haven market and able to help program participants identify the resources available to them beyond the library walls. They have a passion for the mechanics of business across multiple disciplines (finance, marketing, operations, strategic development, etc.) with both a willingness and an ability to impart that knowledge to others. They will enjoy working with a diverse population and be able to effectively communicate and interact with the New Haven community. They will work closely with the Ives Squared staff to provide patrons an experience that is distinctive and buzz-worthy -- making Ives Squared a destination for innovation and collaboration.

### **Compensation**

If selected as an Entrepreneur-In-Residence, you will receive a stipend of \$2000 a month -- plus you would be allowed up to \$500 discretionary funds each month to be used (with approval) for program materials, contests, etc.

### **Eligibility**

In order to be considered for the Entrepreneur-In-Residence program, you must be able to meet these criteria:

- Have demonstrated past experience in business ownership/leadership (for profit or not-for-profit)
- Be able to make a 2-month commitment (Spring: May-June) or 3-month commitment (Summer: July-Sept)
- Hold classes, programs or talks at least weekly (at 90-120 minutes each)\*
- Be present in the main branch of the library, holding office hours at least twice a week for at least 2 hours at a time\*
- Have the ability to transport any needed materials to and from the library
- Be consistent and punctual
- Be available during the library's regular hours of operation, including evenings and/or Saturdays contingent on the project and target audience
- Have outstanding customer service skills including experience working with a diverse community

*\*Terms are open to negotiation contingent on the applicant's background, skills, and project proposal*

### **Input from Library Users**

Based on feedback from participants in past library business programs and other existing business resources available in the New Haven area, we anticipate that participants in Ives Squared business programs have an interest in the following:

- Entry level business skills – since these patrons may be just forming the ideas for their first business venture
- One-on-one counseling – so that program participants can receive personalized input in the development of their business concepts, guidance in overcoming specific challenges and be held accountable to take the steps needed to make progress.
- Examples of past requests from business patrons would include: how to start/build a business, how to evaluate which markets to target, how to identify sources of capital, how to make connections with other businesses to build collaborations

## Timeline

<b>March 29</b>	<b>Proposals due</b>
<b>April 6</b>	<b>Top applicants will be notified by this date for interviews</b>
<b>April 16</b>	<b>Announce Entrepreneur-In-Residence</b>

A new Entrepreneur-In-Residence will be appointed each quarter. The schedule below provides the tentative schedule for the first cycle of EIRs.

### Entrepreneur-In-Residence: Spring

May 1 – June 30

### Entrepreneur-In-Residence: Summer

July 1 – September 30

## Application and Selection Process

Applications are reviewed by a panel of up to five members from the New Haven Free Public Library and the New Haven community. Panelists will be recused from selection when they have a professional or personal relationship with the applicant that presents a conflict of interest.

During review of applications, panelists will consider the following:

- Relevant experience
- Creativity and feasibility of proposal
- Appropriateness of proposal for Ives Squared and public community
- Proposal reflects and acknowledges the diversity of the community and provides opportunity for community enrichment or engagement
- Quality and completeness of application

As a public institution of the City of New Haven, the New Haven Free Public Library and the panelists reserve the right to select individuals and proposals appropriate for public space that is open and accessible to all.

## Submission

To apply to the Entrepreneur-In-Residence program, the following materials must be submitted.

1. Completed proposal form
2. Resume or C.V. for main applicant and any additional partners as appropriate
3. Contact information for at least three professional references

All submissions should be emailed to Tricia Hetherington: [thetherington@nhfpl.org](mailto:thetherington@nhfpl.org) with subject line “EIR Application.”