



Entrepreneur-In-Residence

Guidelines for September 2022– December 2022

In June 2018, the New Haven Free Public Library opened **Ives Squared**, a space designed to explore, create, innovate, and connect. Located in Ives Main Library at 133 Elm Street along the New Haven Green, Ives Squared strives to inspire and contribute to the vibrant civic and innovative culture of the New Haven community by sparking new ideas and spontaneous opportunities, learning new skills, and networking with mentors and peers.

As part of the launch Ives Squared, two paid residency appointments were created—the Entrepreneur-in-Residence, and the Creative-in-Residence. The sixth wave of Entrepreneur-In-Residence and Creative-In-Residence appointments will run for 4 months, from September 2022 – December 2022.

Ives Squared

Ives Squared includes three distinct but interconnected spaces. These are:

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, and a physical place for librarians to answer questions and assist patrons in the Exchange or Tinker Lab space.

The Tinker Lab:

The Tinker Lab supplies the training and tools for experimentation and an introduction to the world of creating and making. The Tinker Lab is equipped with two MakerBot Replicator+ 3D printers, a Prusa 3D printer, an Epilog Zing 60-Watt laser cutter, a Roland Cam GS vinyl cutter, a Carvey CNC (computer numerical control) router, a Cricut machine and related materials, a vacuum former, sewing machines, virtual reality headsets, and 3 PC and 3 Mac desktops loaded with Adobe Creative Suite, Rhinoceros and Office 365. There is a common working table, a cutting table and seating throughout.

The Exchange:

The Exchange offers an entrepreneurial and social space for collaboration and co-working around business and nonprofit topics and issues in the community of New Haven. Characterized by flexible, modular seating and tables, writeable and magnetic walls for brainstorming and areas for flexible technology use, the space includes tech-enabled teaching tools such as a SMART board, five PC and five Mac laptops, as well as a host of the latest business publications.

The Entrepreneur-In-Residence

About the Entrepreneur-In-Residence

The Entrepreneur-In-Residence (EIR) embodies the spirit of innovation and the transference of practical business and nonprofit information. This residency offers the opportunity for an individual to impact emerging entrepreneurs through programming and office hours. The ideal EIR is a person who serves as a resource for the entrepreneur and nonprofit communities of New Haven by:

- Sharing skills and knowledge through monthly workshops or classes related to business and nonprofit education.

- Conducting one-on-one sessions to guide library patrons with any business or nonprofit question from persons at any stage of entrepreneurship, from idea to development and testing to implementation and launch, and beyond.
- Creating an active and diverse community of inquisitive professionals that will come to Ives Squared again and again by helping people, be it in person or virtually, with their ranging business or nonprofit needs.
- Bringing in more members of the community who are interested in entrepreneurship and nonprofits.
- Consistently working to market the relevance of the Ives Squared space and the Exchange as a helpful resource, as well as a place to foster the innovative talent of the city of New Haven.

The EIR will put on two to three programs a month related to entrepreneurship and nonprofits for the duration of the residency, either with invited speakers or on their own. Also, the EIR will establish weekly office hours as an on-hand resource virtually or in person to answer the public's various business and nonprofit questions, or to offer them personal advice or assistance with their ventures.

Compensation

The selected Entrepreneur-In-Residence will receive a stipend of \$2000 a month. Funds are also available for mutually-agreed-to materials needed to support the programs conducted by the EIR, such as speaker fees or other necessities.

Eligibility

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

- Have demonstrated experience in the launch and operations of an online business.
- Be able to make a 4-month commitment.
- Host virtually, in-person or a hybrid model of two to three business or nonprofit focused programs per month.
- Host virtually or in-person Office Hours for two 2-hour periods of 30 minute appointments per week.
- Be able to transport any needed materials to and from the library for in-person events.
- Be consistent, organized, and punctual in regard to supplying needed information to Ives Squared Staff in a timely manner, including finalized details on programs, speakers, necessary event funding, and other such matters.
- Be available during the library's regular hours of operation, including evenings and/or Saturdays contingent on the project and target audience, either in person or virtually.
- 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*

Timeline

Application Deadline: July 30, 2022

Residency: September 1, 2022- December 31, 2022

Application and Selection Process

Applications are reviewed by a panel of members from the Ives Squared team, the New Haven Free Public Library, and past EIRs. Panelists will be recused from selection if they have a professional or personal relationship with the applicant that presents a conflict of interest.

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. Online Application
2. Resume or C.V. for main applicant and any additional partners as appropriate
3. Contact information for at least three professional references

Resumes and reference information may be sent to ivessquared@nhfpl.org. Applications that do not have all pieces by the application deadline will not be considered.

You can find the online application by scanning the QR Code below:

