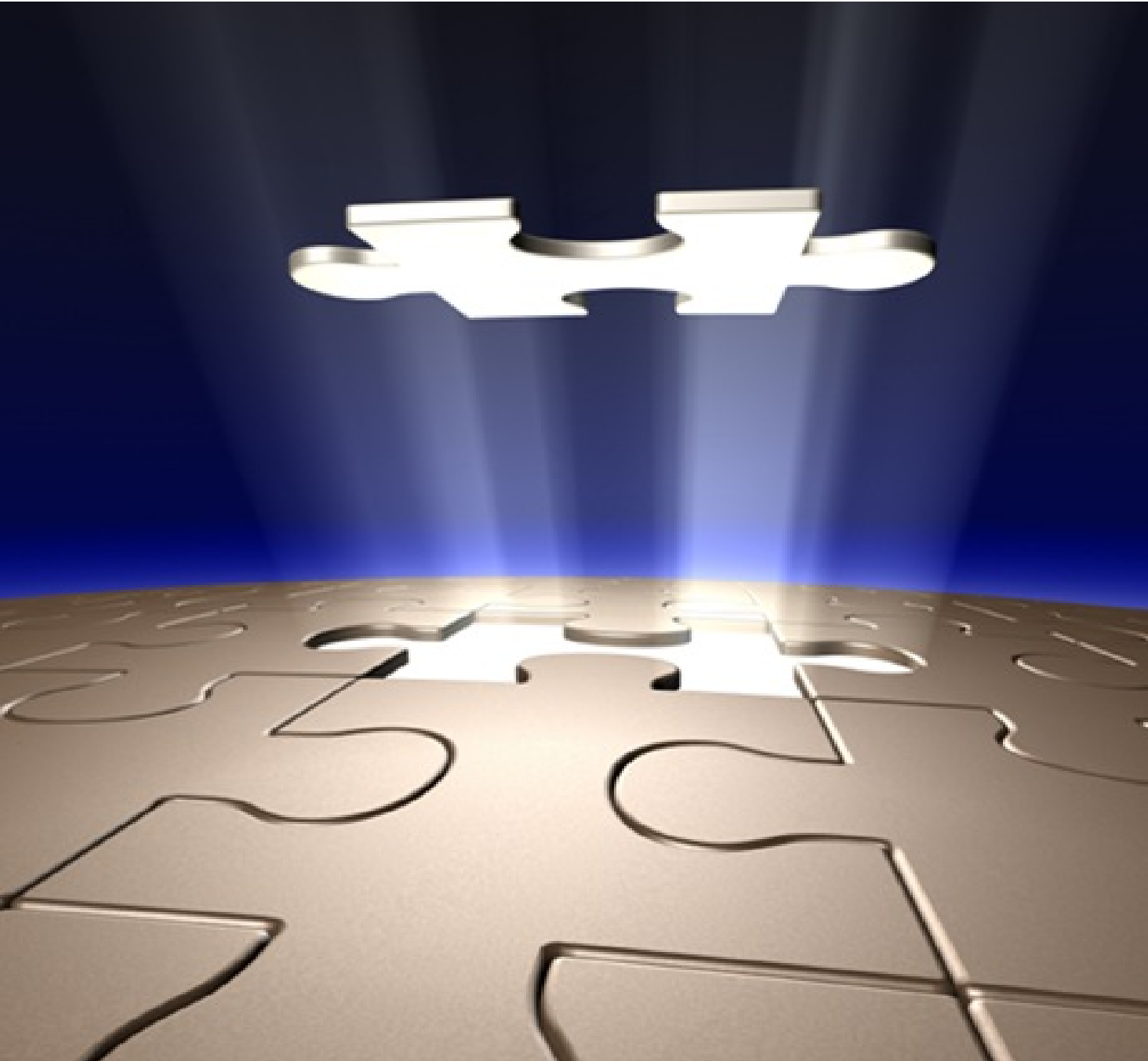


Outplacement and Career Transition Services

For Arts & Culture Organizations



THOMAS & ASSOCIATES, INC.
www.artstaffing.com

OUTPLACEMENT AND CAREER TRANSITION SERVICES

Thomas & Associates, Inc. provides outplacement and career transition services for museums and arts & culture organizations. With over 30 years experience in the industry we understand the needs of this unique community and provide specialized programs at cost-effective rates. Whether the employees are the executive director or junior administrators, we can help them—and you—take the most effective steps toward finding their next position and advancing their career.

Our services include:

- An initial on-site group seminar that provides your employees with the necessary tools for a successful job transition
- Detailed one-on-one training sessions and advisory services that prepare employees for specific job searches, from responding to a job posting through the final interview
- Organizational support for workforce reduction



OUTPLACEMENT SEMINAR

Our seminar includes:

- Assessing the situation and dealing with the effects of job loss on self, family, co-workers and friends
- Moving on immediately: motivational techniques
- Seeing challenges as opportunities: bringing your personal best to the search
- Realizing a career path: how past achievement leads to future goals
- Resume development and interview skills: an overview
- Developing an effective job search campaign
- Networking: gaining contacts, using references and building relationships
- Communicating with employers
- Evaluating job offers and developing salary negotiation skills: an overview
- Surviving the unemployment period
- A detailed career guide manual for participating employees

Led by Thomas & Associates, Inc., President Geri Thomas or a Senior Associate, our seminars are direct, comprehensive and based in realities specific to arts and culture. They highlight professional development techniques based on sound management and leadership theories, and deliver the important information your employees need to begin their job search immediately.



OUTPLACEMENT AND CAREER TRANSITION SUPPORT

Our services are available on two levels:

Senior/Executive Managerial/Administrative

In each case, our support packages are tailored to specific skill sets, experience levels and salary expectations. Both packages focus on preparing the employee not merely for employment elsewhere but for employment where they want to be—in terms of long-term personal and professional goals that are part of their ongoing career path.

Senior/Executive Package:

- ✓ Initial personal career advisory session with Geri Thomas, President of Thomas & Associates, Inc.
- ✓ Full resume review and edit
- ✓ Full cover letter review and edit
- ✓ Reference review and related follow-up (are your references providing you with appropriate support?)
- ✓ Mock interview based on specific career goals
- ✓ Salary review: history and requirements
- ✓ How to find and research employment opportunities
- ✓ Strategic plan for moving into an employment offer
- ✓ 12 hours over a 6 month period of regularly scheduled advisory sessions with Geri Thomas or a Senior Associate of Thomas & Associates, Inc.

Managerial/Administrative Package:

- ✓ Initial personal career advisory session with an assigned Thomas & Associates, Inc., staffing professional
- ✓ Full resume review and edit
- ✓ Full cover letter review and edit
- ✓ Mock interview based on specific career goals
- ✓ Salary review: history and requirements
- ✓ How to find and research employment opportunities
- ✓ Strategic plan for moving into an employment offer
- ✓ 6 hours over a 3 month period of regularly scheduled advisory sessions with an assigned Thomas & Associates, Inc. career professional

ORGANIZATIONAL SUPPORT

We can also assist your organization with providing the necessary context and structure for workforce reduction. We can help you create exit interviews and evaluations, plan reference support for your outgoing employees and ensure that communication between you and downsized staff remains positive, constructive and forward-looking.

Our Organization Support services are tailored to your specific requirements. Related services can include:

- A meeting with the organization's Human Resources Director to determine the necessary scope of the workforce reduction
- Building and advising transition teams to oversee the downsizing
- Mapping out the process with the organization's Human Resources Director
- Planning the separation schedule to minimize disruption to your organization
- Conducting on-site meetings with employees immediately following separation
- Exit interviews and evaluations: how to create, manage and learn from them
- Public relations and message: how to keep the situation professional, cordial and transparent
- Reference support: matching outgoing employees to useful reference contacts
- Consulting on severance packages, stay bonuses and voluntary separation programs
- Maintaining workplace optimism: ensuring continued loyalty and productivity from your remaining staff
- Referrals for outside legal counsel specializing in non-profit and arts-related organizations
- Hiring while downsizing: how to introduce new and vital employees into a work environment currently or recently reduced in other departments



COSTS

Our services are priced competitively for the arts & culture community. Please note that further career and coaching services are available to individuals after their package is completed.

Please call for detailed information on our rates.

Geri Thomas, President
gthomas@artstaffing.com

David V. Griffin, Senior Associate
recruiters@artstaffing.com

Tracey King, Senior Associate
tking@artstaffing.com

Thomas & Associates, Inc.
6 East 39th Street
New York, NY 10016
P. 212.779.7059
F. 212.779.7096
www.artstaffing.com

Thomas & Associates, Inc.
400 East Randolph
Professional Building, Suite 205
Chicago, IL 60601
P. 312.650.5220
F. 312.650.5233
www.artstaffing.com

About Thomas & Associates, Inc. / artstaffing.com

With offices in New York City and Chicago, Thomas & Associates, Inc. is an innovative firm that offers staffing, consulting, and professional development workshops for museums, galleries and arts and culture businesses nationwide and internationally. The company has recently launched its career services division to address the needs of arts and culture professionals everywhere.

For employment opportunities and to subscribe to the quarterly newsletter, *Art Career News*, visit www.artstaffing.com.