
ARTIST APPLICATION



Application deadline:
January 9, 2009

Completed application and materials are mailed to:

Allentown Art Museum, Inspire! Artist Residencies
Attn: Kathy Odorizzi, AIE Manager
31 North Fifth Street
Allentown, PA 18101

Questions? call 610-432-4333, ext. 53
or e-mail aie@allentownartmuseum.org

Introduction and Overview

What is the PCA/AIE?

The Pennsylvania Council on the Arts (PCA), Arts in Education Division (AIE) provides funding for arts in education programs and projects, publishes the *Directory of Pennsylvania Artists in Education*, and offers professional development opportunities for artists and educators. The purpose of the AIE Division is to develop and support quality arts education programs in schools and community settings for all Pennsylvanians.

What is the *Directory of Pennsylvania Artists in Education*?

The *Directory* is the PCA's directory of approved artists. It is an annual publication of the artists who have been accepted into the AIE Division, and it is distributed to schools and community organizations throughout the state that use the *Directory* to identify artists to work in their organizations. Artists are accepted for the *Directory* on the advice of a peer review panel. **All arts disciplines are eligible for AIE activities.** Individual artists and artistic ensembles or companies may apply to be listed in the *Directory of Pennsylvania Artists in Education*.

An artist or ensemble selected for the *Directory* is eligible for PCA support through an application from a host organization. Funding is made available to units of government, public and private schools, childcare centers, senior centers, not-for-profit tax-exempt organizations and other institutions in Pennsylvania. PCA funding for *Directory* artists is provided to the host organization, which contracts with the artist. *Directory* artists are not eligible to apply directly for residency funding.

What are Inspire! Artist Residencies?

Inspire! is an Arts in Education partnership program between the Allentown Art Museum (AAM) and the Pennsylvania Council on the Arts. AAM is one of 12 regional service providers throughout the state creating and supporting arts in education initiatives on a regional level. Inspire! services Carbon, Lehigh, Northampton, Monroe, and Southern Pike Counties.

As a member of the Arts in Education Partnership with the PCA, the Inspire! program is committed to providing the following services to its region:

- ◆ Advocating on behalf of Arts in Education
- ◆ Submitting applications to the PCA for artist residency funding
- ◆ Facilitating artist residencies at schools and community organizations
- ◆ Identifying and rostering artists to conduct residencies
- ◆ Providing professional development opportunities for artists and teachers

Application Guidelines

Artist Residencies

- Artist residencies place practicing artists listed in the *Directory of Pennsylvania Artists in Education* in schools or community settings to actively engage students, teachers, and the community in the creative process.
- Residencies for individual artists span 10–180 days. Residencies at the longer end of the range are encouraged.
- 5-day residencies are limited to artists' ensembles and companies.
- Artists in schools will work with up to three core groups of no more than thirty students per core group.
- Artists should also provide, or participate in, in-service training for teachers, community outreach, and extended work with smaller groups of students.
- Artists may apply to be listed in the *Directory* in more than one region.
- A panel convened by the Pennsylvania Council on the Arts and the Allentown Art Museum will review artist applications.

Eligibility

- Individual artists, artists' ensembles, or companies may apply.
- Artists, artists' ensembles, or companies that intend to work in multiple disciplines must demonstrate their qualifications and be approved to work in each discipline.
- Preference is given to Pennsylvania residents, although outstanding artists from other states may apply.

Criteria

Applicants are selected for the program based on:

- Artistic excellence as demonstrated by samples of the artist's work, training and experience, resume and letters of recommendation.
- Good communication skills as evidenced by the application, work samples, recommendations, and subsequent interviews and teaching observations.
- Ability to develop and implement a sequential residency plan with education or community partners as evidenced by the application, interviews, and teaching observations.
- Ability, if applicable, to present culturally specific arts authentically as evidenced by work samples and subsequent observations.
- Experience, interest, and the ability to work with students including special needs populations as evidenced by credentials in education, application, letters of recommendation, and observations.

Compensation

- Individual artists are paid a minimum of \$185 per day for the residency. Artists are free to negotiate a higher fee or negotiate fees and services beyond the PCA-funded activities.

- Mileage will be reimbursed only for residency distances farther than 50 miles one way.
- The host site is responsible for the cost of all art materials used in the residencies.

Ensembles and Companies

- The required application information must be submitted for **all** artists who will be working in residencies.
- Only those members of the ensemble or company that have been approved for the *Directory of Pennsylvania Artists in Education* may work in a PCA Arts in Education residency.

Application Process: Interview and Observation

- Artists are accepted into the Directory based on the recommendations of an AAM peer advisory panel.
- Applications are reviewed by the advisory panel composed of artists, educators, and administrators. Artists are invited to meet with the panel for an interview and to discuss their artistic sample. The panel convenes in February.
- The advisory panel will recommend which applicants qualify to move forward in the application process.
- Those artists who qualify will be observed in an educational setting prior to being recommended to the state. These observations may be in pre-existing residencies or will be arranged through the Allentown Art Museum.
- After observation, those who are recommended are forwarded to the PCA for final review. The PCA will act on the recommended artists during their June Council meeting.
- Artists who are approved by the state will be notified by the AAM via letter in July.
- Artists' *Directory* status is for three years at a time; artists must reapply every third year to continue being listed in the Directory and continue eligibility for PCA-funded residencies.

Professional Development

- Qualifying artists who are recommended to and approved by the Pennsylvania Council on the Arts will be given access to professional development workshop delivered through the Allentown Art Museum and the network of AIE Partners throughout the state that address the guidelines of the *Directory of Pennsylvania Artists in Education* program.

Instructions for Completing the Application

Support Materials

Artists applying for Directory status must submit the following:

- | | | |
|--------------------------|------------------------------------|---------------|
| <input type="checkbox"/> | Application Cover Sheet | 2 copies |
| <input type="checkbox"/> | Request for Consideration Form | 2 copies |
| <input type="checkbox"/> | Artistic Narrative | 2 copies |
| <input type="checkbox"/> | Fee Structure Form | 2 copies |
| <input type="checkbox"/> | Artist Information Sheet | 2 copies |
| <input type="checkbox"/> | Professional Resume (1–2 pages)* | 2 copies |
| <input type="checkbox"/> | Two Letters of Recommendation** | 2 copies each |
| <input type="checkbox"/> | Work Samples, List, and SASE*** | 1 copy each |
| <input type="checkbox"/> | Publicity Materials (optional) | 1 copy each |
| <input type="checkbox"/> | 3" x 5" Black and White Photograph | 1 copy |

Please use paper clips to collate documents. NO STAPLES.

*Ensemble and companies must submit resumes for 1) the group, and 2) for each member of the group.

**These should be supplied by people familiar with your teaching ability, e.g. school personnel, regional art center staff, and residency coordinators, and not those who have curated or published your work.

***Work samples (slides, videotapes, audio cassettes, CDs, manuscripts, or scores) should be duplicates or copies, not originals. The accompanying list should completely and accurately reflect the work samples and their contents. The self-addressed stamped envelope (SASE) should have sufficient postage to insure its return to you.

Application forms must be completed in full with answers to questions typewritten or computer-printed. Incomplete applications will not be accepted for consideration. Narrative questions must be answered on no more than a total of three (3) 8 ½" x 11" pages, single-sided, using a 12-point font.

Work Samples

The panel reviewing applicants are charged by the Pennsylvania Council on the Arts and the Allentown Art Museum to place primary focus on the artistic quality of your work. Select work you consider to be your best.

Work samples should be chosen to demonstrate the best of your artistic ability, not work produced by your students. It is highly encouraged to submit works completed in the last three years.

Work samples should support the kind of work you plan to do in residency activities.

Pay close attention to the technical quality of the work samples (slides, tapes, cassettes, CDs, manuscripts, or scores) assuring the panel will be able to clearly see and hear your work.

Specific requirements:

A. Slides - Visual Arts, Crafts, Architecture, or Design Arts:

Submit a maximum of sixteen (16) 35 mm color slides representing no more than six (6) works. Include detail shots as necessary.

Use slides taken in sharp focus and with adequate lighting to allow the panel to see your work at its best.

Include the following on the front of each slide:

1. Your name
2. Its number (1-6) according to work
3. Title of the work
4. The dimensions of each piece in inches (height x width x depth).
5. Date of the work
6. Materials used
7. An arrow indicating the top of the slide'

Provide a list of slides with their corresponding numbers and information.

If a slide illustrates a detail of a previously listed work, it should be indicated on the slide and the list.

B. Videotapes - Theatre, Dance, Media Arts, Storytelling, or Interdisciplinary Arts

Submit 1/2" VHS tapes only. Include two (2) works, with your strongest work first. Interdisciplinary artists should submit at least one complete work.

The videotape should be clearly lit and include the entire scene, ensemble, or space. Include details if possible.

Tapes should be cued to what you want the panel to view.

Label the tape with your name and the title(s) of the work(s).

Provide a list for each work that includes:

1. Your name
2. Title(s) of the work(s)
3. Cue marks, in minutes and seconds
4. Total duration
5. Date work was completed
6. Where the work was performed
7. Number of performers

8. Production credits (production credits are important so that your role in the work is clearly stated and identifiable)

Professionally-produced tapes are not required, but keep in mind that the panel should be able to see/hear the contents clearly.

C. Audio cassettes and CDs - Music or Media Arts

Audio cassettes should be high bias (chrome or metal) with Dolby B noise reduction. Include three (3) works, cued to what you want the panel to hear. Put your strongest work first.

Create an accompanying list that includes:

Your name

Work titles

Name(s) of composer and librettist (if music recording)

Cue marks, in minutes and seconds or track numbers

Duration

Date of completion of work

Where the work was performed

Number of performers

Production credits (production credits are important so that your role in the work is clearly stated and identifiable)

Professionally produced cassettes or CDs are not required, but keep in mind that the panel should be able to hear the contents clearly enough to evaluate the work.

D. Poetry, Fiction, or Creative Writing

Work should be typewritten or computer printed using size 12 font.

Submit work with a corresponding list containing:

Your name

Title of work

Date completed

Where and when published, read, performed, taped or produced, as appropriate

Locations and dates of any public readings of the submitted work

Poetry: Submit a maximum of ten (10) pages

Fiction and non-fiction: Submit a double-spaced manuscript of a maximum of 15 pages

NOTE: do not send original manuscripts

E. Manuscripts and Scores

Submit a maximum of two (2) works, totaling 15 pages. Include a list corresponding to the work(s) that contains:

Your name

Title of work

Date completed

Where and when published, read, performed, taped or produced

Locations and dates of any public readings of the submitted work

Please note: Applicants who would like their work samples returned to them must enclose a self-addressed envelope stamped with the appropriate amount of postage.

Questions?

This process requires many steps, attention to detail, and thoroughness. We realize that you may have questions along the way. Please feel free to call or e-mail with any questions or concerns, or for clarification.

Allentown Art Museum

Kathy Odorizzi, Arts in Education Manager

610-432-4333 ext.53

aie@allentownartmuseum.org

Application Cover Sheet

Last Name:

First Name:

M.I.

Check the one (1) discipline that BEST describes your work:

Dance

Music

Media Arts

Opera/ Music Theater

Theater

Interdisciplinary Arts *

Visual Arts

Design Arts

Literature

Craft

Photography

Folk Arts **

*An artist who integrates two or more arts disciplines to form a single work

**Traditional arts, handed down within your community or culture

Work Samples Guidelines:

Please try to include recent works (completed in the past three years) as part of your work sample.

- Slides:** Submit a maximum of sixteen (16) 35 mm color slides, representing no more than six (6) works, number slides according to work (1–6) along with the dimensions in inches (height x width x depth), date of the work, title of the work, materials used in the work, your name, and an arrow indicating the top of the slide. If a slide illustrates a detail of a previously listed work it should be indicated. High resolution electronic slides, submitted in JPEG format on a compact disc, are also acceptable.
- Videotapes and DVDs:** List your name, title of work(s), cue marks (indicated in minutes and seconds), duration, date of completion of work, where the work was performed, number of performers, and production credits (including your role).
- Audio cassettes and CDs:** List your name; title of the work, composer's and librettist's names (if music recording), cue marks (indicated in minutes and seconds or track numbers) duration, date of completion of work, where the work was published, read, performed, taped, or produced; number of performers, and production credits (including your role).
- Poetry, Fiction, or Creative Writing:** List your name; title of work; date completed; where and when published, read, performed, taped or produced; locations and dates of any public readings. The order listed should correspond with the order of your submission.
- Manuscripts and Scores:** List your name, title of work, dates completed, and, as appropriate, where and when published, read, performed, taped, or produced, locations and dates of any public readings.

Request for Consideration

Last Name: _____ **First Name:** _____ **M.I.** _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____ **County:** _____

Phone: Day () — Evening () — _____

E-mail: _____

You are applying as:

An individual artist An ensemble or company

Check the one (1) discipline that BEST describes your work:

- | | | |
|--|---|--|
| Dance <input type="checkbox"/> <input type="checkbox"/> | Music <input type="checkbox"/> <input type="checkbox"/> | Media Arts <input type="checkbox"/> <input type="checkbox"/> |
| Opera/ <input type="checkbox"/> Music Theater <input type="checkbox"/> | Theater <input type="checkbox"/> <input type="checkbox"/> | Interdisciplinary Arts <input type="checkbox"/> <input type="checkbox"/> * |
| Visual <input type="checkbox"/> Arts <input type="checkbox"/> | Design Arts <input type="checkbox"/> <input type="checkbox"/> | Literature <input type="checkbox"/> <input type="checkbox"/> |
| Craft <input type="checkbox"/> <input type="checkbox"/> | Photography <input type="checkbox"/> <input type="checkbox"/> | Folk <input type="checkbox"/> Arts <input type="checkbox"/> ** |

*An artist who integrates two or more arts disciplines to form a single work.

**Traditional arts, handed down within your community or culture.

Check the one (1) artistic type that BEST describes your work:

- | | | |
|---|---|---|
| choreographer <input type="checkbox"/> <input type="checkbox"/> | dancer <input type="checkbox"/> <input type="checkbox"/> | composer <input type="checkbox"/> <input type="checkbox"/> |
| conductor <input type="checkbox"/> <input type="checkbox"/> | a. <input type="checkbox"/> <input type="checkbox"/> ballet | actor <input type="checkbox"/> <input type="checkbox"/> |
| keyboard <input type="checkbox"/> <input type="checkbox"/> instrumentalist | b. <input type="checkbox"/> <input type="checkbox"/> ethnic/folk/jazz | set/property <input type="checkbox"/> <input type="checkbox"/> designer |
| brass <input type="checkbox"/> <input type="checkbox"/> player | c. <input type="checkbox"/> <input type="checkbox"/> modern | makeup <input type="checkbox"/> <input type="checkbox"/> designer |
| fretted <input type="checkbox"/> <input type="checkbox"/> instrument player | string player <input type="checkbox"/> <input type="checkbox"/> | storyteller <input type="checkbox"/> <input type="checkbox"/> |
| singer <input type="checkbox"/> <input type="checkbox"/> | woodwind <input type="checkbox"/> <input type="checkbox"/> player | graphic <input type="checkbox"/> <input type="checkbox"/> designer |
| mime <input type="checkbox"/> <input type="checkbox"/> | puppeteer <input type="checkbox"/> <input type="checkbox"/> | sculptor <input type="checkbox"/> <input type="checkbox"/> |
| costume <input type="checkbox"/> <input type="checkbox"/> designer | lighting <input type="checkbox"/> <input type="checkbox"/> designer | photographer <input type="checkbox"/> <input type="checkbox"/> |
| writer <input type="checkbox"/> <input type="checkbox"/> or poet | playwright <input type="checkbox"/> <input type="checkbox"/> | stained <input type="checkbox"/> <input type="checkbox"/> glass artist |
| interdisciplinary <input type="checkbox"/> <input type="checkbox"/> artist | architect <input type="checkbox"/> <input type="checkbox"/> | metal smith <input type="checkbox"/> <input type="checkbox"/> |
| graphic <input type="checkbox"/> <input type="checkbox"/> artist | painter <input type="checkbox"/> <input type="checkbox"/> | papermaker <input type="checkbox"/> <input type="checkbox"/> |
| film <input type="checkbox"/> <input type="checkbox"/> maker | video <input type="checkbox"/> <input type="checkbox"/> artist | book <input type="checkbox"/> <input type="checkbox"/> artist |
| ceramicist <input type="checkbox"/> <input type="checkbox"/> | glassblower <input type="checkbox"/> <input type="checkbox"/> | computer/digital <input type="checkbox"/> <input type="checkbox"/> artist |
| mosaic <input type="checkbox"/> <input type="checkbox"/> artist | enamellist <input type="checkbox"/> <input type="checkbox"/> | fiber <input type="checkbox"/> <input type="checkbox"/> artist |
| leatherworker <input type="checkbox"/> <input type="checkbox"/> | audio artist <input type="checkbox"/> <input type="checkbox"/> | percussionist <input type="checkbox"/> <input type="checkbox"/> |
| jewelry <input type="checkbox"/> <input type="checkbox"/> artist | printmaker <input type="checkbox"/> <input type="checkbox"/> | _____ other (specify) |

ARTIST'S NARRATIVE

Please answer the following four (4) questions using no more than three (3) sheets of 8 1/2 x 11 paper total, single-sided, employing size 12 font (typed or computer-written). Your responses to these questions should be reflective of your work as an artist and the work you plan to do in your residencies. Please retype the question (preceded by its number), followed by your response.

1. Artistic statement: Who are you as an artist? Please touch on your aesthetic principles, artistic goals, future plans, and projects.
2. What do you do to stay current in your art discipline?
3. For the purposes of this application, briefly describe your concept of a multiple-day experience in a school. Imagine that you are working with the same group of students for one hour each day for ten (10) days. Choose a grade level between kindergarten and 12th grade. Be sure to show how you would engage students in the creative process. Include the answers to questions a-d in your description:
 - a. What is the specific age/grade level of the students in your plan (example: 4th grade)?
 - b. What are the specific arts-related goals of your ten-day program? (What do you want students to learn as a result of your working with them for ten days?)
 - c. What is your sequence of activities for each day?
 - d. How will you evaluate student learning? How will you know if you have accomplished your goal(s)? (Did the students learn or do what you had hoped? How will you be able to tell?)
4. Give examples of how your work/art form can be used to teach concepts in other subject areas, such as history, science, language, etc.

FEE STRUCTURE

The PA Council on the Arts (PCA), Arts in Education Division requires that individual artists be paid a minimum of \$185 a day for PCA-supported residencies and projects.

Is this rate acceptable? _____

If not, what rate would you require: _____

Companies/Ensembles:

Please list your regular daily/weekly fee: _____

Are you incorporated?

No

Yes, not-for-profit

Yes, for-profit

Date of incorporation: _____

CERTIFICATION

I, the undersigned, certify that:

1. The information contained herein and in all attachments and supporting materials is true and correct.
2. I understand that this is a request for rostering and inclusion in the Pennsylvania Council on the Arts *Directory of Pennsylvania Artists in Education*, and that such inclusion is not a guarantee that I will be selected to participate in the Arts in Education Program as a resident artist.
3. I agree that any project resulting from this request will be operated in accordance with Program Guidelines.

By: _____

Signature of Artist/Company Manager
Date

Typed or Printed Name

Artist Information Sheet (page 1 of 3)

Please type or print clearly:

Last Name: _____ **First Name:** _____ **M.I.** _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ County: _____

Phone: Day () — Evening () —

E-mail: _____

Note: This sheet is used for your roster description to be published in the Directory; therefore some of the information is redundant.

Discipline (check one):

Dance

Music

Media Arts

Opera/Music Theater

Theater

Interdisciplinary Arts

Visual Arts

Design Arts

Literature

Craft

Photography

Folk Arts

Artistic Type (please list your choice from the Request for Consideration Form): _____

Contact Person (companies/ensembles only):

Name: _____ Position: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: Day () — Evening () —

E-mail: _____

Education and Experience (please do not exceed 60 words):

Artist's Personal Statement (If your application is successful, this statement will appear in the *Directory of Pennsylvania Artists in Education*. It must identify your discipline. It could include your artistic philosophy, your vision of possible residencies, and/or your particular interests in curriculum connections. This statement should catch the eyes of host sites and give life to the creative process that you propose to share with them. Please do not exceed 125 words.):

Area(s) of the state in which you would work:

- | | | |
|-----------------------------|-----------------------------|-----------------------------|
| <input type="checkbox"/> SW | <input type="checkbox"/> NW | <input type="checkbox"/> NE |
| <input type="checkbox"/> SE | <input type="checkbox"/> C | |

Age range(s) for residencies (please check all that apply):

- | | | |
|--|--|---|
| <input type="checkbox"/> Early Childhood (age 3-5) | <input type="checkbox"/> Elementary (age 6-11) | <input type="checkbox"/> Middle (age 11-14) |
| <input type="checkbox"/> Secondary (age 14-18) | <input type="checkbox"/> Adult | <input type="checkbox"/> Senior Adult |

Experience with special populations (please list briefly):

References (If your application is successful, these references will appear in the *Directory of Pennsylvania Artists in Education* under your listing.):

Name_____	Name_____
Title_____	Title_____
Organization_____	Organization_____
Phone_____	Phone_____