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MINNESOTA
STATE
ARTS
BOARD

*Artists
in
Education
Program*

ROSTER ARTIST APPLICATION
FY88 AND 89 (Jul 1987-Jun 1989)

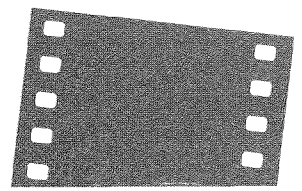
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The Minnesota State Arts Board

The Minnesota State Arts Board is a state agency devoted to making the arts available to all citizens in Minnesota. The development of the arts in Minnesota is fostered through a series of grants, programs, and services which are administered by a professional staff.

The Minnesota State Arts Board is governed by eleven private citizens, appointed by the Governor to serve nonsalaried terms of four years. Board members represent one of Minnesota's eight congressional districts or the state at large. Advisory panels further encourage sensitivity to the artistic needs of the state, to new forms of artistic expression, and to the accomplishments of Minnesota artists.

Funds administered by the agency are obtained primarily from the State of Minnesota, supplemented by grants from the National Endowment for the Arts (a federal agency) and the private sector. The Arts Board makes its programs, grants, and services available to all Minnesotans without regard to race, national origin, color, sex, religion, or handicap.

Major programs offered by the Arts Board provide unrestricted operating support to qualifying arts institutions, support for arts in education programming, support for series presenters of arts events open to the public, fellowship grants for individual artists, and funds to purchase and install art in new and newly renovated state buildings. Regional arts councils are supported by direct appropriations from the legislature to enhance accessibility to the arts throughout the state.

For more information about the agency, or assistance with the guidelines contained in this application, please contact the Minnesota State Arts Board, 432 Summit Avenue, Saint Paul, Minnesota 55102, 612-297-2603 or toll-free in Minnesota at 1-800-652-9747.

Artists in Education Program

Artists in Education (AIE) is a nationwide partnership program planned, administered, and supported through the cooperative efforts of the Arts Board, the National Endowment for the Arts, local communities, and other Minnesota organizations concerned with arts and education.

The program gives students and teachers an opportunity to work with professional artists in their own educational settings.

The goals of the program are:

- 1) To serve students by enhancing school curricula through direct arts experience with professional artists;
- 2) To encourage professional development of artists of all disciplines by providing unique employment experience and audience contact; and
- 3) To demonstrate that an education in the arts is basic to every student's growth and development.

The Residency Concept

The primary objective of a residency is to provide students an opportunity to work with artists in a teaching situation. In order to ensure a coherent, direct, and extensive experience with the artist, the Arts Board has established the following requirements as a part of the residency concept.

The proposed residency must:

- Be at least five days, but not longer than a year in length. (A day is equal to at least four contacts or hours. However, if an artist spends eight hours with students on one day this does not constitute two days. Residency days need not be consecutive.)
- Include at least one core group or class of students who work with the artist daily during the residency for at least five days.
- Have a teacher present with the artist during all student contact time.
- Involve the general community in some aspect of the residency.
- Involve an independent professional artist. (A professional artist is someone who considers the arts to be a primary profession or career and makes a substantial portion of income from this career. For purposes of this application an independent artist does not represent an organization.)

After satisfying these requirements, the artist(s) and school may create any kind of residency they wish. Residency scheduling may include small groups or large group work, teacher-artist contact and discussions, and individual consultations with students and community members.

Applications Now Being Accepted

The Minnesota State Arts Board is accepting applications from professional artists who wish to be considered as possible artists in residence in elementary and secondary public and private school settings. Literary, visual, and performing artists will be selected for listing in a roster, a resource guide for schools interested in hiring qualified professional artists who can teach. Applications for the roster must be postmarked, not metered, no later than July 15, 1986, or delivered to the Arts Board office no later than 4:30 p.m., July 15, 1986. Applications delivered or postmarked after the deadline will not be reviewed.

Eligibility

- This program is open to any Minnesota resident as demonstrated by voting requirements.
- Organizations are not eligible. Members of ensembles or other groups must apply individually.

Application Review Process

Arts Board staff will review all applications received by the deadline for eligibility and completeness. To be complete, an application must include all items listed on the application checklist in this publication. All eligible applications will be reviewed in two phases by a volunteer advisory panel chosen for its knowledge and expertise in the arts and education. The review process is based on the standards described below. The first phase of the review focuses on the artist's work sample and written materials. Finalists selected from this phase are interviewed. After the interviews, roster artists are selected by the advisory panel.

All panel and board meetings are open to the public. Applicants may call the Arts Board for a schedule of the meetings.

Application Review Standards

Advisory panel recommendations will be based on the following review standards:

- 1) **Artistic quality as demonstrated by:**
 - a. artistic merit;
 - b. technically and conceptually accomplished work;
 - c. evidence of strong professional development, career commitment, and artistic recognition.

- 2) **Ability to carry out a successful school residency as demonstrated by:**
 - a. Teaching ability:
 - ability to express ideas clearly;
 - ability to relate one's art and ideas to students;
 - past teaching experience;
 - understanding different age levels and ability, including special populations;
 - residency plan which outlines a positive art experience for participants;
 - personal philosophies relating to the arts and education.

 - b. Planning ability:
 - residency approach is well organized, realistic, and has conceptual strength;
 - ability to complete projects;
 - ability to plan and coordinate residency with school personnel.

The Arts Board is interested in developing a roster of artists that fulfills the above criteria, and offers a balanced range of styles, genres, and residency approaches to the entire state.

How To Apply

The application form is included in this publication. If you are selected for the artist roster, your completed application will be reproduced and shared with potential school sponsors. Therefore, clear, clean, black typewriting within the margins is mandatory, as your written materials are copied many times. (Twelve characters per inch [elite] or a large type style is preferred.) Please to do not photo reduce.

There is no need to fill up the entire space. You may wish to create an interesting visual look to the pages by centering your responses and adding related photos, clippings, or graphics. Do not write beyond the space provided for each question. You must submit one original plus two copies of your application. All required information on this form is open for public inspection under Minnesota Statutes. All information contained in this form is eligible for review and comment by the Minnesota State Arts Board.

Completing the Form

Part A - The Application:

- 1) Type your name, address, and zip code. List daytime phone number, as well as other numbers where you can be reached during the year.
- 2) **ART FORM.** Identify your art form: e.g., painter, printmaker, poet, storyteller, composer, filmmaker, jazz pianist, trombone player, etc.
- 3) **AVAILABILITY.** Give an idea of your general availability for scheduling purposes. Answers might include: "available for a regular work week throughout the year, except January," or "from one week to several consecutive or nonconsecutive weeks throughout the year," or "available for short or long term residencies; however, I prefer residencies of at least four weeks," etc.
- 4) **GRADE PREFERENCE.** The Arts Board funds residency programs in elementary and secondary schools. You may wish to work "All levels, K- 12" or you may have projects in mind that best suit one age group. List only those age groups that you are qualified to teach.
- 5) Attach a clear, black and white photograph of yourself, and use black ink to sign your name in any white space near the photo. Your signature verifies your understanding that: 1) the roster is only a promotional tool; 2) inclusion in the roster does not guarantee residency work; 3) roster artists must attend a yearly orientation and evaluation meeting; and 4) the photo (not a part of the review process) will be used in the roster book. (When attaching your photo, do not use glue, staples, or paper clips that may mar the surface. We recommend using a loop of tape to attach the photo to the application.)
- 6) **RESIDENCY APPROACH.** Describe your philosophy towards residencies, what you hope to accomplish and why you feel this program is important. (How will your residency complement a school's curriculum? What are your learning objectives for the children, teachers, or community members? How will you work with schools to assure a successful residency? Describe any special projects or areas of interest you have, such as interdisciplinary projects, residencies involving gifted or handicapped students, etc.) Be concise and specific. Write as if you were describing this to a teacher.
- 7) **DESCRIPTION OF WORK.** Write a narrative description of your art. Include information about your development as an artist, your themes, style, content, form, etc.
- 8) **REFERENCES.** Include quotations from two to three people familiar with your recent work in schools, your teaching abilities, and your art. You must get permission from references, and include the name, title, address, and phone number after each person quoted. Former roster artists must include their most recent references.
- 9) **BACKGROUND.** Provide a brief resume or narrative giving an overview of your experience that has particular relevance to this program. Include awards, honors, commissions, and shows; any experience with gifted and talented, handicapped or other special populations; and your professional and teaching background.
- 10) **ADDITIONAL INFORMATION.** You may submit one page (a blank is included in this publication) of written or additional material which will help evaluate your qualifications. This material can include student work, press clippings, black and white photos with captions, additional reference material, sections taken from evaluations or critiques, etc. Be creative in your presentation, but **do not go beyond the margins**. If you are selected to be on the roster, this material will be printed along with the entire application.

Remember, do not write beyond the margins provided.

The legibility, creativity, and attractiveness of your application will help promote the merit of your residency to the review panel and the schools.

Part B — Required Support Materials

You must submit the support materials described below with your application. These materials should elaborate on important areas of your written application, enabling the advisory panel to complete a more detailed review.

- 1) **SAMPLE LESSON PLAN.** Submit a sample lesson plan (*one page, 8½" x 11"*) for one class period of a residency you propose or have already completed. The sample lesson plan should include information on objectives (what you want the students to do or accomplish), activities (how they move toward the objectives), and class level, size, and length.
- 2) **RESUME.** Submit a description (not to exceed *two one-sided pages*) of your relevant artistic experience and your teaching or residency experience.
- 3) **WORK SAMPLE.** The work sample is extremely important in the review because it is used by the advisory panel to determine artistic caliber of the proposed artist. If you choose to be reviewed in more than one discipline category (e.g. visual and literary arts), you must submit a work sample for each category. You should submit a high quality sample of your work (not a student's work). Work may be presented in one of the forms listed below for each discipline category to be reviewed.

Written Materials. Submit one copy, up to fifteen pages, of literary work or up to three copies of a book, anthology, or other publication representing your work. This is the recommended work sample for literary artists.

Slides. Submit up to ten standard 2"x2" slides in a plastic scanner sheet. Mark each slide with a number and your name. Include a list indicating your name, the number of each slide, the title, medium, size of the work(s) and the date. Photographs will not be accepted. This is the recommended work sample for visual artists.

Video Tapes. Submit one cassette video tape (3/4" or 1/2") of a single work or a series of works, not to exceed a total running time of fifteen minutes. Label all reels and boxes with your name. Include a list indicating name, credits, dates, and other necessary information about the tape. This type of sample is best for performing artists in theater and dance, and is strongly preferred as a work sample for performing artists.

Film. Submit one film of a single work or a series of works, not to exceed a total running time of fifteen minutes. Films may be 16mm or Super 8, silent or sound. Label each film can and reel with your name. Include a sheet listing your name, credits, dates, and other necessary information about the film. This is the recommended work sample for filmmakers.

Audio Tapes. Submit one cassette tape of not more than five minutes running time. Label both the box and the tape with your name. If the tape contains more than one work, indicate the digital counter number for the start of each work. Records will not be accepted. Include a list indicating your name, credits, dates, and other necessary information about the tape. This is the recommended work sample for musicians.

Advisory panel members may choose to review less than the complete work submitted.

Returning Your Work

All work samples should include adequate return postage and an appropriate mailing container. The Arts Board will not return application forms, resumes, and other support materials.

Applicants should enclose postage stamps for the return of work samples. Postage meter stamps and personal checks will not be accepted. If you do not wish to have your sample returned, please indicate so on the sheet describing your work sample. **The Arts Board will not hold works to be picked up.**

Protecting Your Work

While all reasonable care is taken, the Minnesota State Arts Board is not responsible for loss or damage of submitted materials.

All application materials are public information, therefore, you may wish to copyright materials for your protection. "Copyright Year/Name" is usually adequate protection under current copyright laws (for example, "Copyright 1985, Jane Doe").

Application Checklist

A complete application will include the following:

- Application forms — one original plus two copies.
- Sample lesson plan — one copy.
- Resume — one copy.
- Work sample — one copy appropriate to your art form.
- Stamped, self-addressed envelope is necessary if you want your work sample returned.

Minnesota State Arts Board Contact

Mail your completed application to:
Martha Frommelt
Artists in Education Program Associate
Minnesota State Arts Board
432 Summit Avenue
St. Paul, Minnesota 55102
(612) 297-2603 or toll free in Minnesota (800) 652-9747

- 1)
- 2) **ART FORM**
- 3) **AVAILABILITY**
- 4) **GRADE PREFERENCE**
- 5) **Attach photo here**
Use a loop of tape on the back. No staples, paper clips, or glue please.
- 6) **RESIDENCY APPROACH**

7) **DESCRIPTION OF WORK**

8) **REFERENCES**

9) **BACKGROUND**

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