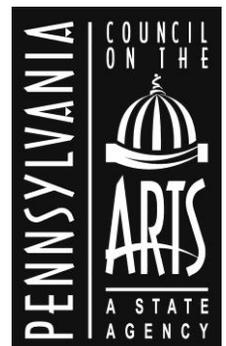# Directory Artist Application
Instructions

Jump Street AIE Program
21 S. Third St
Harrisburg, PA 17101
717.238.1887
Fax: 717.238.8276
www.jumpstreet.org

What is the PCA- AIE?

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

What is Arts in Education?

Teachers/agencies select and collaborate with qualified artists who will spend at least 10 days (20+ is preferred) in a school conducting Artist Residencies – customized experiences that will integrate the arts into the teacher's core curriculum.

Artist Residencies

- Artists are hosted by schools or community settings to actively engage students, teachers, and the community in the creative process.
- Residencies for individual artists span 10-180 days. Longer residencies are preferred.
- Residencies for ensembles or companies span at least 6-days
- Artists work with up to three core groups of no more than thirty students per group.
- Students exercise creative control over their work; the artist's role is that of mentor, facilitator, and technical advisor.
- Artists 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 regional Partnership.

How are residencies funded?

An artist or ensemble is eligible for PCA residency support through an application from a host organization. Eligible host organizations include public and private schools, childcare centers, senior centers, units of government, not-for-profit organizations and other institutions in Pennsylvania. The host organization applies to an AIE Partner for residency support. The host organization then contracts with the artist and the AIE Partner to conduct a residency as described in their residency request application. Artists may not apply directly for residency funding.

What is Jump Street?

Jump Street is a private, nonprofit, community based arts incubator, serving Central Pennsylvania for over thirty years. Jump Street is dedicated to developing educational and economic opportunities with the arts for all age groups, resulting in a positive impact for the individual, organization, artist, and surrounding communities through arts education and audience development. Jump Street was named PCA's thirteenth regional Arts in Education Partner in July 2012. Jump Street's AIE regional partnership includes three counties: Dauphin, Cumberland, and Schuylkill.

As a PCA, AIE Partner, Jump Street:

> (1) facilitates the process of selecting artists for inclusion in the statewide database of artists and Jump Street's Directory of Artists in Education,
> (2) identifies, educates and recruits schools to the Partnership,
> (3) facilitates schools' selection of an artist for a residency and their application for funding support;
> (4) supports artist residency planning, implementation and evaluation;
> (5) conducts artist and teacher professional development opportunities, and
> (6) advocates for the arts.

Artist 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.
- Artists, artists' ensembles or companies may not simultaneously receive funding from both the Arts in Education Program and another PCA grant funding source for the same project.
- Artists, artists' ensembles or companies applying for the Directory must have time available to participate in residency activities.
- Preference is given to Pennsylvania residents; artists from other states may apply.
- The application information must be submitted for all artists who will be working in residencies in schools or community settings.
- Only those members of the ensemble or company who have been approved may work in a PCA Arts in Education residency.

Selection Criteria

Applicants are selected for the program based on:

- Artistic excellence demonstrated by samples of your work (not work with students).
- Competent communication skills as evidenced by the application, recommendations (that should address your ability to interact and communicate effectively with children and adults), interviews, and/or classroom observations.
- The ability to develop and implement a sequential residency plan with education or community partners as evidenced by the application, interviews, and classroom observations.
- Evidence of continued professional development, keeping current with one's discipline, as shown in your resume.
- Ability, if applicable, to present culturally specific arts authentically as evidenced by work samples.
- Additional consideration will be given to artists who demonstrate the ability to work with special needs populations, evidenced by letters of recommendation and observations.

Compensation

- Artists are paid a minimum of $175 per day. Artists may negotiate a higher fee with host sites.
- The host site will reimburse mileage for artists who travel more than 50 miles one-way.
- The host site is responsible for the cost of all materials used in the residencies.

Observation, Training, and Planning

- Qualifying artists will be observed in an educational setting prior to being recommended to the PCA. These observations may occur during existing residencies or workshops.
- Qualifying artists who are recommended to PCA will be invited to professional development workshops that address the guidelines of the Arts in Education program.
- A residency planning meeting will be convened with the artist and host-site coordinator prior to the beginning of a PCA funded residency.

Applications will be reviewed by a panel of your peers and will be evaluated FIRST AND FOREMOST on the artistic quality of your work. Therefore, your choice of work samples is critical. The technical quality of your sample should allow clear viewing of and/or listening to the work. Work samples should be chosen to demonstrate the artist's artistic ability, not to show work produced by students. Applications not containing work samples will be considered incomplete. **Only include works completed in the *last 3 years. Please submit no more than 6 samples.***

Visual Arts, Crafts, Architecture, or Design Arts
- High quality photos need to show your work clearly. Sharp focus and adequate lighting will allow the panel to see your work at its best.
- Detail shots should be included.
- A list of the slides or images must be included. Each sample
  - should be numbered.
  - should include the title of the work
  - should include date of the work
  - should include the dimensions of each piece in the inches (height x width x depth)
  - should include the materials used in the work
  - If a photo illustrates detail of a previously listed work, it should be indicated on the photo and the list

Theatre, Dance, Media Arts, Storytelling, or Inter-disciplinary Arts
- DVDs are preferred.
- Please include two (2) works, with your strongest work first
- Inter-disciplinary artists should submit at least one complete work
- Include the entire scene, ensemble, or space and make sure it's lit clearly
- Include some details
- Label the disc with your name and the title(s) of the work(s)
- Create a list to accompany the work(s) that includes:
  - Your Name
  - Title(s) of the work(s)
  - Cue marks, in minutes and seconds
  - Duration
  - Date of completion of work
  - Where the work was performed and the number of performers
  - Production credits (these are important so that your role in the work is clearly stated and identifiable)
  - *Equity actors note: submit a high quality video of a monologue or scene staged informally*

Musical Composition
- Submit one copy of bound scores of two original works AND a recording of the scores
  - Create a list that includes:
  - Your name
  - Title(s) of work(s)
  - Cue marks, in minute and seconds or track numbers
  - Duration
  - Date completed
  - Where and when the piece was performed, taped, published, or produced, as appropriate.
  - Production credits (are important so that your role in the work is clearly stated & identifiable)

Music or Media Arts
- Include three (3) works
- Indicate the best ten minutes you want the panel to hear; place your strongest work first.
- Create a list to accompany the work that includes:
  - Your name
  - Title(s) of work(s)
  - Composer's and librettist's names (if music recording)
  - Cue marks, in minutes and seconds or track numbers
  - Duration
  - Date of completion of work
  - Where the work was performed and number of performers
  - Production credits (these are important so that your role in the work is clearly stated and identifiable)

Poetry, Fiction, or Creative Writing
- Work should be typed or computer generated using size 12 font
- Paper-clip pages together. <u>Do not use staples</u>. Please number pages clearly.
- Submit work(s) with a corresponding list containing:
  - Your name
  - Title(s) of work(s)
  - Date completed
  - Where and when published
  - Locations and dates of any public readings or performances of the submitted work
- Poetry:
  - Submit a maximum of ten (10) pages
  - Do not send original manuscripts
- Fiction and non-fiction
  - Submit a double-spaced manuscript of a maximum of fifteen(15) pages
  - Do not send original manuscripts or photocopies of published works.

You've got Questions. We've got Answers.
Please feel free to call Jeff Copus at 717-238-1887 or email jcopus@jumpstreet.org.

In your application, you will be asked to select ONE artistic type that BEST describes your work. Please use this list to help you answer that question.

__ Choreographer	__ String Player	__ Playwright	__ Ceramicist
__ Dancer	__ Singer	__ Storyteller	__ Glassblower
__ Ballet	__ Woodwind Player	__ Interdisciplinary Artist*	__ Stained Glass
__ Ethnic/Folk/Jazz	__ Actor	__ Architect/Designer	__ Mosaic Artist
__ Modern	__ Mime	__ Graphic Designer	__ Enamels
__ Composer	__ Puppeteer	__ Graphic Artist	__ Metalsmith
__ Conductor	__ Set/Property Designer	__ Painter	__ Leatherworker
__ Brass Player	__ Costume Designer	__ Sculptor	__ Fiber Artist
__ Fretted Instrumentalist	__ Lighting Designer	__ Photographer	__ Audio Artist
__ Keyboard	__ Makeup Designer	__ Film Maker	__ Other:
__ Percussionist	__ Writer/Poet	__ Video Artist	_____

*an artist who integrates two or more arts disciplines to form a single work.
**Traditional arts, handed down within your community or culture.

Letters of recommendation should come from those who are familiar with your communication, organization, and social skills, e.g., community organization leadership, art council staff, school personnel, not those who have curated or published your work. Letters should address the artist's ability to interact, relate, and communicate effectively with children and adults. **Be sure to have your include references include their daytime contact information.**

TOP 5 Do's and Don'ts

Do. . .
1. Submit only your best works (not your students' work). Artistic excellence is most important.
2. Submit work created within the past **three** years.
3. Follow the directions and answer all the questions being asked.
4. Have someone with a non-arts background read your application.
5. Contact Jeff for help with your application (717-238-1887 jcopus@jumpstreet.org)
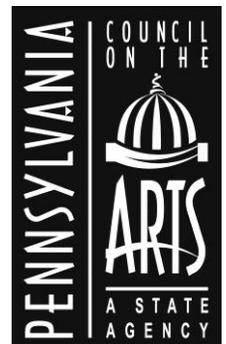
Don't. . .
1. Submit work samples that are hard to see, hear, or read.
2. Provide more information than what is asked.
3. Skip questions asked in the narrative.
4. Forget to sign the Artist Application.
5. Get frustrated with the paperwork.

Directory Artist Application

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1. Applicant Name: _____

2. Use the following as a checklist to make sure you have submitted all required documentation in this order. Please, no staples. Use paper clips.

 □ Entire Application

 □ Professional Resume of your work as a professional artist (1-2 pages)

 □ Two (2) Letters of Recommendation (non relation)

 □ Work Samples and List of Samples

 □ Self-Addressed Stamped Envelope for return of your work samples

 □ Publicity Materials (optional)

 □ Jpg or electronic link to photo for the Directory

Did you COLLATE the materials in the order listed above?

Did you attach pages with paperclips only?

3. WORK SAMPLES: Please refer to application instructions for detailed instructions.

4. I am currently a teaching artist with other PA AIE partnerships; please list them:
_____
_____
_____

Did you make a copy of your entire completed application for yourself?

Applicant Name:_____

Contact Person (for companies/ensembles)_____

Address:_____

County: _____City: _____ State: _____ Zip: _____

Phone (day):_____

Evening:_____

Cell:_____ E-mail:_____

I am applying as: __ an individual artist   __ an ensemble or company

Check the ONE discipline that best describes your work:

__ Dance   __ Crafts   __ Media Arts   __Design Arts/Architecture
__ Folk Arts**   __ Theatre   __ Photography   __ Interdisciplinary Arts*
__ Visual Arts   __ Literature   __ Music   __ Opera/Music Theatre

Please list ONE artistic type that BEST describes your work:
_____

Artist's Narrative

Please answer the following questions using no more than three (3) sheets of 8.5" x 11" paper, single sided, employing size 12 font. Please retype the question (preceded by its number), then type your response.

1. Why do you want to participate in the artist residency program?
2. Artist residencies integrate art into a school or social service curriculum. Give examples of how your work could be used to teach "core" subjects (e.g., math, science, history, etc.).
3. As an artist, what can you bring to a classroom that the on-site art teacher cannot?
4. As a professional artist, how do you keep current with trends in your particular discipline and continue to develop your creative process and art form?
5. What else should we know about you that relates to your qualifications to be included in the residency program. Describe any educational/training that has prepared you to share your art form with non-artists.
6. What is your availability in reference to doing residencies? For example, specify if there are only certain times of year/months that you are available.

Artist's Personal Statement

This is your opportunity to sell yourself to teachers, principals, and community sites. Briefly describe who you are and what you have to offer students. Be succinct and direct.
Please type "Artistic Statement" at the top of a new page (page 4) and then write your response.

Fee Structure

The Arts in Education program requires that individual artists be paid a minimum of $175/day for PCA supported residencies and projects.
Is this rate acceptable? __ yes __ no.   If not, what fee do you require? $_____ per day.

Companies/Ensembles: Please list your regular daily/weekly fee: _____

Are you incorporated?
__no   __yes, not-for-profit   __yes, for-profit   Date incorporation _____

Please identify the regional areas where you would work:

☐Cumberland County Only   ☐Dauphin County Only   ☐Schuylkill County Only
☐Cumberland & Dauphin   ☐ Dauphin & Schuylkill   ☐Cumberland & Schuylkill
☐All 3 counties   ☐Tell me more about working with other AIE partners

Please identify the age range(s) with whom you prefer to work (please check all that apply):

☐Early Childhood (ages 3-5)   ☐Middle (ages 11-14)   ☐Adult
☐Elementary (ages 6-11)   ☐Secondary (ages 14-18)   ☐Senior Adult

Please indicate your experience with Special Populations, if applicable. Please be brief.
(foreign language skills apply):
_____
_____
_____

Certification

I, the undersigned, certify that the information herein and in all attachments and supporting materials is true and correct. I understand that this is a request for 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. I agree that any project resulting from this request will be operated in accordance with Program Guidelines.

_____

Signature of Artist/Company ManagerTyped Name   Date