ARTS IN EDUCATION
APPLICATION PACKET

ELK COUNTY
COUNCIL ON THE ARTS

A regional pARTnership for Elk, Cameron, McKean, Potter, and Forest Counties

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ELK COUNTY COUNCIL
ON THE ARTS GALLERY
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pennsylvania
COUNCIL ON THE ARTS

ARTS IN EDUCATION
INTRODUCTION

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, community settings and senior centers for all Pennsylvanians.

What is Arts in Education?

Teachers/agencies select and collaborate with qualified artists who will spend at least 10 days (but 20 is preferred) in a school or agency conducting Artist residencies. Most residencies are customized experiences that integrate the arts into the teacher's core curriculum OR customized experiences that celebrate memories and reminisces for people 55 years old and older. Teaching artist engage students in a series of sequential, participatory workshops that provide opportunities for creative expression, skill development and self-discovery.

What is an Artist Residency?

Artists are hosted by schools or community settings to actively engaged students, teachers, and the community in the creative process. Residencies for individual artists span 10-20+ days and for ensembles or companies are at least 6 days. In Schools, artists work with up to three core groups of no more than thirty students per group. Student's exercises creative control over their work; the artist's role is that of mentor, facilitator, and technical advisor. Artists may apply to be listed in the artist directory in more than one regional partnership region. For Senior Center and caregiving sites additional training is required for artists to work with seniors. ECCOTA will direct that training or will find training to provide to the artists. Residencies in senior centers or caregiving sites are customized to address the needs and goals of the center. Participants exercise creative control over their work; the artist's role is that of mentor, facilitator and technical adviser.

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, prisons, after school programs, and other institutions in Pennsylvania. The host organization applies to the 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. The Host organization can choose any where from 10-20 days for their residency. The maximum PCA grant support depends on the number of days the host site chooses. For example: 10-14 days up to 30%, 15-19 days up to 40%, and 20+ days up to 50% matching funds.

What is ECCOTA's role?

Elk County Council on the Arts (ECCOTA) is a PCA regional Arts in Education partner that works in a five county region: Elk, Cameron, Potter, McKean, and Forest. As a PCA, AIE Partner ECOTTA facilitates the process of selecting artists for inclusion in the statewide database of artists and ECCOTA's directory of rostered Artists; identifies, educates and recruits schools and community organizations to the partnership; facilitates school and agency selection of an artist for a residency and their application for funding support; supports artist through the residency planning, implementation and evaluation process; conducts artist and teacher professional development opportunities, and advocates for the arts.

ARTS IN EDUCATION
ARTIST ELIGIBILITY & GUIDELINES

<u>Who will Elk County Council on the Arts consider as a Teaching Artist?</u>

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; artists from other states may apply.

Criteria
Applicants are selected for the program based on:
- <u>Artist excellence</u> as demonstrated by samples of your work (not the work of your students).
- Good <u>communication skills</u> as evidenced by the application, recommendations, interviews, and teaching observation.
- Ability to develop and implement a <u>sequential residency plans</u> with education or community partners as evidenced by the application, interviews, and classroom observation of an experiential arts activity.
- Evidence of continued professional development (<u>keeping current</u> with one's discipline) as shown in your resume.
- Ability, if applicable, to present culturally specific arts authentically as evidenced by work samples and subsequent observations.
- Additional consideration will be given to artists who demonstrate the ability to work with special needs populations, as evidenced by letters of recommendation, education and observations.

Compensation
- Typically artists are paid a minimum of $200 per day for a school residency and $150 for Senior Center residency. Higher fees may be negotiated 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.

Ensembles and Companies
- The application information must be submitted for all artists who will be working in residencies in schools and community organizations.
- Only those members of the ensemble or company who have been approved may work in a PCA Arts in Education residency.

Observation, Training, and Planning
- Qualifying artists will be observed in an educational setting prior to being recommend to the AIE directory. These Observations may occur during existing residencies, classes or workshops arranged by the artist or ECCOTA. Qualifying artists who are recommended to the PCA will be invited to professional development workshops that address guidelines of the AIE program.

Steps to the Process:
1. Submit to Elk County Council on the Arts: Application, Resume, Current Work Samples
2. Contact Elk County Council on the Arts to: Set up an interview and observation with Executive Director.
3. Demonstrate your Skills: In an educational or community setting as a pilot residency
4. Participate in Elk County Council on the Arts Professional Development: Training is conducted by ECCOTA to reflect the articulated needs of the artists, schools and community organizations for effective Arts in Education practices.
5. Artists must acquire all background and criminal clearances before being contracted for a residency.

ARTS IN EDUCATION
ARTIST APPLICATION CHECKLIST

This application must be completed in full. Narrative questions must be answered in no more than three (3) 8 ½ x 11 pages, single sided, using 12-point font. Please, print neatly if you do not have access to a computer.

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

        □ Entire Application (beginning on page 5)
        □ Professional Resume of your work as a professional artist (1-2 pages)
        □ Two (2) Letters of Recommendation
        □ Work Samples and List of Samples
        □ Self-Addressed Stamped Envelope for return of your work samples
        □ jpg or electronic link to photo for the Directory

*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.

WORK SAMPLES: Please refer to pages 7-8 for detailed instructions.

Be sure to make a copy of your entire completed application for your personal files.

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 the Public Arts Program Manager for help with your application (814-772-7051 or info@eccota.com)

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 Information form**.**
5. Get frustrated with the paperwork. Call us for help. We want you to be successful.

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ARTIST APPLICATION- PAGE 1

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 check the **ONE artistic type** that BEST describes your work

__ Choreographer	__ String Player	__ Playwright	__ Ceramicist
__ Dancer	__ Singer	__ Storyteller	__ Glassblower
__ Ballet	__ Woodwind Player	__ Interdisciplinary Artist**	__ Stained Glass Artist
__ 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.

I am **currently** a teaching artist with other PCA AIE partnerships; please list them: _____

_____

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), and then type your response.

1. Artistic Statement: Please describe your work as an individual artist. Describe the media/formats in which you most commonly work, and your level of mastery, experience and/or professional success in these areas. What are you most passionate about as an artist?
2. Why do you want to participate in the artist residency program with Elk County Council on the Arts?
3. Briefly describe what a five-day residency would look like. What kind of activities would there be? What would the sequence be and why? How would you engage the participants in the creative process? How would you determine age appropriateness? How will you meet the goals of the project?
4. What do expect the participants will gain from the experience? What do you expect the host site coordinator/teacher will gain from the experience?
5. How do yu stay current in your art form(s)?

Fee Structure

The Arts in Education program requires that individual artists be paid a minimum of $200/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 __yes

     Date incorporation _____

Please identify areas of the state you would work:

◯ All Five Counties   ◯ Elk County   ◯ Forest County   ◯ Cameron County   ◯ Potter County
◯ McKean County

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

◯ Early Childhood (ages 3-5)   ◯ Elementary (ages 6-11)   ◯ Middle (ages 11-14)
◯ Secondary (ages 14-18)   ◯ Adult   ◯ Senior Adult (55 and older)

Please identify the special populations with whom you are comfortable working with (please check all that apply):

◯ Elderly   ◯ Probationary programs   ◯ Intellectually Disabled   ◯ Metal Health Facilities
◯ At Risk Youth Facilities

Please indicate your experience with special populations, if applicable. Please be brief. (Foreign language skills

apply): _____

_____

Please indicate your experience, if any, with senior adults, if you are interested in working that population. Please be brief.

_____

_____

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 Manager   Typed Name   Date

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ARTIST APPLICATION-WORK SAMPLE REQUIREMENTS

The Elk County Council on the Arts' as an Arts in Education Partner will primarily review the artistic quality of your own work. With this in mind, you should pay close attention to your choice of work samples. The technical quality of your sample should allow clear viewing of and/or listening to the work. Work samples should be chosen to demonstrate your artistic ability, not to show work produced by students. The media you select for your work samples should also support the kind of work you plan to do in residency activities. Applications that do not include work samples will be considered incomplete.

CD: Visual Arts, Crafts, Architecture, or Design Arts
- Submit a maximum of ten (10) images representing no more than six (6) works.
- ***Electronic images or digital slides on a CD are preferred and should be readable on a Windows platform*** (.tif or .jpg format)
- High quality images 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 images must be included. Each image
    - 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 an image illustrates a detail of a previously listed work, it should be so indicated on the list

DVD: Theatre, Dance, Media Arts, Storytelling, or Inter-disciplinary Arts
- Professional Quality DVD or a link to a high-resolution source.
- 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 the scene is 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 for the scene you most want reviewed
    - 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)
- Professionally produced recordings are not required, but keep in mind that the panel should be able to see/hear the contents clearly enough to evaluate the work
- *Equity actors note: submit a high quality video of a monologue or scene staged informally*

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ARTIST APPLICATION-WORK SAMPLE REQUIREMENTS

Scores: Musical Composition
- Submit one **copy** of bound scores of two original works AND a recording of the scores
- <u>Create a list</u> 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).

CDs: Music or Media Arts
- Professional quality DVD or link to a high resolution source
- Include three (3) works
- Indicate the best <u>ten minutes</u> you want the panel to hear; place your strongest work first.
- <u>Create a list</u> 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)
- Professionally produced samples are not required, but keep in mind that the panel should be able to hear the contents clearly.

Manuscripts: 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.

Questions/Answers: Please fee free to call us at 814-772-7051 or email at info@eccota.com with any questions, concerns, or for any clarification. We want you to be successful.