



January 1, 2009

Dear Artist:

Please find enclosed an application to the Pittsburgh Center for the Arts' Artist Residency Program working in partnership with the Pennsylvania Council on the Arts' Arts In Education Division to serve Allegheny, Beaver, southwestern Butler, Greene, and Washington counties. Artist Residencies are designed to place trained, knowledgeable, enthusiastic, motivated, professional artists into settings where they can share the benefits of the creative process with a group of participants for an extended period of time.

As in previous years, artists of all disciplines have been eligible and encouraged to apply. 60 artists are currently rostered in the program, working in a wide variety of media ranging from painting to modern dance to traditional folk arts to clown artistry.

Selected artists are those who demonstrate excellence in their art forms, have the ability to communicate and interact effectively with student and adult populations, and are able to plan and implement sequential lessons that actively engage and empower participants.

The residency application process includes the completion and submission of the enclosed form, a panel review of your work samples, an interview should your submission merit further consideration, and, if necessary, an observation in an educational or community setting. The Center's independent review panel is made up of regional artists, educators, academics, and/or arts organization representatives.

I encourage you to apply as an extension of your work as an artist residing in Southwestern Pennsylvania as there are so many positive outcomes of residency work!

Please call or e-mail me if you have any questions.

Sincerely,

Mary Brenholts  
Director of School & Community Programs  
412/361-0455, ext. 368  
[mbrenholts@pittsburgharts.org](mailto:mbrenholts@pittsburgharts.org)

**Pittsburgh Filmmakers /Pittsburgh Center for the Arts**

in partnership with

**The Pennsylvania Council on the Arts'  
Arts in Education Division**

# **ARTIST RESIDENCY PROGRAM APPLICATION**

## **timeline**

*deadline for application:*

February 28, 2009

*artist interviews and observations:*

March–May 2009

*notification of panel recommendations:*

June 2009

*notification of Council review and action on panel recommendations:*

Summer 2009

**mail application to:**

Mary Brenholts  
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Pittsburgh Center for the Arts  
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Pittsburgh, PA 15232

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[www.pittsburgharts.org](http://www.pittsburgharts.org)

# ARTIST RESIDENCY PROGRAM GUIDELINES/FACTS

## Artist Residency Projects

- Artist residencies place practicing artists listed in *Pittsburgh Center for the Arts' Artist Residency Program Directory* and *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 20-180 days. Longer residencies are encouraged.
- 10-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 group.
- Artists should also be prepared to provide in-service training for teachers, community outreach, and extended work with smaller groups of students.
- Artists may apply to the roster in more than one region.
- An independent panel convened by the Pittsburgh Center for the Arts 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; artists from other states may apply.

## Criteria

Applicants are selected for the program based on:

- Artistic quality demonstrated by submitted work samples of the artist's individual work, not work with students
- Observed evidence of the ability to interact and communicate effectively with children and adults
- The ability to develop and implement a residency plan with education or community partners
- Professional knowledge in the fields of education and/or community art-making
- Authentic conceptualization and presentation of culturally specific arts, especially folk and traditional, as evidenced by work samples.

## Compensation

- Artists are paid a minimum of \$200 per day; the host site pays at least ½ of this fee and the Pittsburgh Center for the Arts pays up to ½ of the fee with funding from the PA Council on the Arts.
- Mileage is only required to be reimbursed for residency distances further than 50 miles one-way. The host site may pay mileage reimbursement if negotiated prior to the commencement of the project.
- The host site is responsible for the cost of art materials used in the residencies.

## Observation, Training, and Planning

- Qualifying artists may be observed prior to being recommended to the state. These observations may be in pre-existing residencies or will be arranged through the Pittsburgh Center for the Arts.
- Qualifying artists who are recommended to and approved by the state will receive training in working within the guidelines of the roster program. This training will be designed to reflect the articulated needs of the artists, schools, and community settings.
- Residency planning meetings will be convened with the artist, host-site coordinator, and the Pittsburgh Center for the Arts' program director in attendance.

Mary Brenholts (412) 361-0455, ext.368

[mbrenholts@pittsburgharts.org](mailto:mbrenholts@pittsburgharts.org)

# APPLICATION INSTRUCTIONS FOR ARTISTS

## SUBMISSIONS

Artists applying to the Pittsburgh Center for the Arts' Artist Residency Program must submit the following:

- Application cover sheet 1 copy
- Request for Consideration Application 1 copy
- Artistic Narrative 1 copy
- Artist Information Sheet 1 copy
- Professional Resume (1-2 pages) 1 copy
- Panel Appearance Form 1 copy
- Letters of Recommendation\* 2, 1 copy of each
- Work Samples, List, and SASE\*\*
- Publicity Materials (optional)
- Photo for Directory\*\*\*

Please collate these materials using paper clips, not staples, so we can make multiple copies for the review panel.

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

\*\*Any work samples that are submitted (slides, videotapes, audiocassettes, CD's, DVD's, 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 SASE should have sufficient postage to ensure its return to you.

\*\*\*This is a photo of you! We invite you to send a clear photo that captures the creative energy of you and your art form. Obviously, this is easier for theater and movement artists, but visual artists and writers can do this too. A portrait shot will work, but think of the person at the host site leafing through the directories looking for energetic, exciting artists to give life to the creative process. A digital photo at a minimum of 300 dpi will reproduce more effectively than a snapshot.

Application form information must be completed in full. Narrative questions must be answered on no more than two (2) 8 ½ x 11 pages in total, single sided, using 12 point font. Responses must be typed or computer printed.

## WORK SAMPLES

The Pittsburgh Center for the Arts charges an independent panel to focus primarily on the artistic quality of your work. With this in mind, you should pay close attention to your choice of work samples (slides, tapes, cassettes, CD's, DVD's, manuscripts, or scores) to submit. 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/with students. Work samples should also support the work/media you plan to do in residency activities. Applications not containing work samples will be considered incomplete.

**We make the following recommendations:**

### **Slides, CD's, or DVD's: Visual Arts, Crafts, Architecture, or Design Arts**

- Please submit a maximum of eight (8) images
- Images need to show your work clearly
- Some detail shots should be included
- Sharp focus and adequate lighting will allow the panel to see your work at its best
- A list of the images with their corresponding information should be included

- If an image illustrates a detail of a previously listed work, this should be indicated

### **Videotapes, CD's, DVD's: Theatre, Dance, Media Arts, Storytelling, or Inter-disciplinary Arts**

- 1/2" VHS tapes only
- CD's or DVD's
- Performing Artists: please include two (2) works on the tape, with your strongest work first
- Visual Artists: please include all eight pieces, including details
- Inter-disciplinary Artists should submit at least one complete work
- The piece should be clearly lit
- Include the entire scene, ensemble, or space
- Include some detailed segments
- Tapes should be cued to what you want the panel to view
- Label the tape/CD/DVD with your name and the title(s) of the work(s)
- Performing Artists: create a list to accompany the work(s) that includes:
  - Title(s)
  - Cue marks, in minutes and seconds
  - Duration
  - Date of completion of work
  - Where the piece 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 tapes are not required, but keep in mind that the panel should be able to see/hear the contents clearly enough to evaluate the work

### **Audiocassettes, CD's, DVD's: Music or Media Arts**

- Audiocassettes should be high bias (chrome or metal) with Dolby B noise reduction
- Include three (3) works on the cassette, CD, or DVD
- Cassettes should be cued to what you want the panel to hear
- Put your strongest work first
- Create a list to accompany the work that includes:
  - Your name
  - Title
  - 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 piece 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 are not required, but keep in mind that the panel should be able to hear the contents clearly enough to evaluate the work

### **Poetry, Fiction, or Creative Writing:**

- Work should be typed or computer printed
- Please use size 12 font
- Submit work with a corresponding list containing:
  - Title
  - Date completed
  - Where and when published

- 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
- Do not send original manuscripts, nor photocopies of published works
- Please paper-clip manuscript or poetry pages together. Do not use staples!

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 with any questions or concerns, or for clarification. Technical assistance is available Monday-Friday, 9am-5 pm by calling or e-mailing:

Mary Brenholts  
Director of School & Community Programs  
Pittsburgh Center for the Arts  
(412) 361-0455, ext. 368  
[mbrenholts@pittsburgharts.org](mailto:mbrenholts@pittsburgharts.org)

*Work samples should be chosen to demonstrate the artist's artistic ability, not to show work produced by/with students!*

# APPLICATION COVER SHEET

First Name: \_\_\_\_\_ Middle Name or Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

## CHECKLIST

Use the following checklist to make sure you have submitted everything that is required. All applicants **MUST** provide the following materials in this order:

*Note: Please collate these materials using paper clips, not staples.*

___ Application cover sheet	1 copy
___ Request for Consideration Application	1 copy
___ Artistic Narrative	1 copy
___ Artist Information Sheet	1 copy
___ Professional Resume (1-2 pages)	1 copy
___ Panel Appearance Form	1 copy
___ Letters of Recommendation	2, 1 copy of each
___ Work Samples, List, and SASE*	
___ Publicity Materials (optional)	
___ Photo for Directories	

\*For clarification, please refer back to the **Instructions for Artists** sheet

## Work Samples Guidelines:

\_\_\_ **Images:** Please submit a maximum of eight (8) images that show your work clearly. Some detail shots should be included. Sharp focus and adequate lighting will allow the panel to see your work at its best. A list of the images with their corresponding information should be included. If an image illustrates a detail of a previously listed work, this should be indicated.

\_\_\_ **Videotapes, CD's, DVD's:** List title of work(s), cue marks (indicated in minutes and seconds), duration, date of completion of work, where piece was performed, number of performers, and production credits (including artist's role).

\_\_\_ **Audiocassettes, CD's, DVD's:** List your name, title, composer's and librettist's names (if music recording), cue marks (indicated in minutes and seconds), duration, date of completion of work, where the piece was performed, number of performers, and production credits.

\_\_\_ **Poetry, Fiction, or Creative Writing:** List work with title, date completed, where and when published, locations and dates of any public readings. The order listed should correspond with the order of your submission.

\_\_\_ **Manuscripts and Scores:** List titles, dates completed, and , as appropriate, where and when published, read, performed, taped, or produced.

**Reminder:** Work samples are to show your own best artistic work, not work produced by/with your students. However, the work sample should support the work/medium you propose to do/use in residency activities.

# REQUEST for CONSIDERATION FORM

PLEASE TYPE OR PRINT CLEARLY:

First Name: \_\_\_\_\_ Middle Name or Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

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

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

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

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

\*\*\* Please select only the ONE (1) *artistic type* that represents your strongest area of work; that which you wish to bring to PCA funded residencies and projects. Your work sample should support this artistic type.

## ARTIST'S NARRATIVE

Please answer the following four (4) questions using no more than two (2) sheets of 8 ½ x 11 paper total, single sided, using size 10 or 12 point font (or printing neatly if you do not have access to a computer or typewriter).

Your responses to these questions are very important to the panel process and should be reflective of the work you plan to do in your residencies. Please retype the question (preceded by its number), then your response.

Please remember that your work samples are judged independently of your answers to these questions.

1. Why do you want to be an artist in the Pittsburgh Center for the Arts' Artist Residency Program?
2. Give examples of possible residency plans and processes including:
  - (a) one or more goal statements
  - (b) activities with students, learning opportunities for teachers, and/or working with community groups (these examples should reflect your goals)
  - (c) curriculum connections and extensions (in a school setting)
  - (d) evaluation and assessment techniques to use in evaluating the residency and assessing the participants' work in schools and community settings
3. Please indicate, in detail, how you plan to collaborate with teachers during residency projects in order to improve their processes of teaching and educating students.
4. What else should we know about you that relates to your qualifications to be included in the residency program?

### FEE STRUCTURE

The PA Council on the Arts' Arts in Education Division requires that individual artists be paid a minimum of \$175 a day for PCA-supported residencies and projects, the Pittsburgh Center for the Arts' requirement is \$200 per day.

Is the rate of \$200 per day acceptable? \_\_\_\_\_

If not, what is your daily rate? \_\_\_\_\_

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 inclusion in the Pittsburgh Center for the Arts' Artist Residency Program Directory in partnership with the PA Council on the Arts, 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

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Date

## ARTIST'S INFORMATION SHEET

*This information will appear in the directory and on-line exactly as it is provided by you.*

First Name: \_\_\_\_\_ Middle Name or Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Phone: Day ( ) \_\_\_\_\_ Evening ( ) \_\_\_\_\_

Cell: ( ) \_\_\_\_\_ E-mail: \_\_\_\_\_

Website address: \_\_\_\_\_

**Note: This information is used for your description to be published in the directory and on-line, therefore list all information as you wish it to appear.**

Discipline (check one):

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> Dance                  | <input type="checkbox"/> Music       |
| <input type="checkbox"/> Opera/Music theater    | <input type="checkbox"/> Theater     |
| <input type="checkbox"/> Visual Arts            | <input type="checkbox"/> Design Arts |
| <input type="checkbox"/> Craft                  | <input type="checkbox"/> Photography |
| <input type="checkbox"/> Media Arts             | <input type="checkbox"/> Literature  |
| <input type="checkbox"/> Interdisciplinary Arts | <input type="checkbox"/> 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 Code: \_\_\_\_\_

Phone: Day ( ) \_\_\_\_\_ Evening ( ) \_\_\_\_\_ E-mail \_\_\_\_\_

Artist's Personal Statement for Directory Listing (**This 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 site teachers and administrators and give life to the creative process that you propose to share with them. Please do not exceed 125 words. You may use another sheet of paper and attach it to this form.**):

Area(s) of the state in which you would work:  SW  NW  NE  SE  C  Out of State

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

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

Experience with Special Populations (please list briefly):

## PANEL APPEARANCE FORM

Name: \_\_\_\_\_

*Prior to your appearance before the panel, your application will be forwarded to all panelists for their review. On the day of your panel presentation, please arrive approximately 10 minutes prior to your scheduled interview.*

### **Interview:**

The interview is 20-30 minutes in length. Members of the panel will discuss your resume and artistic philosophy with you. Additionally, you will be asked questions about your residency plans, previous arts in education experiences, and your ability to collaborate and plan effectively. You may choose to elaborate on the residency described in question #3 in your Artist's Narrative on the Request for Consideration Form or possible extensions to this plan. This interview is an opportunity to bring your ideas and creativity to life by way of dialogue and response. Please consider the following as elements for discussion:

- Your goals for the residency
- Age of potential residency participants (age appropriateness)
- Sequencing of activities in your plan
- How the residency might impact the other students in the school or onlookers/audience in a community setting
- **Learning opportunities for teachers**
- Learning opportunities for you
- How the participants will be assessed

The entire interview will take approximately one-half (1/2) hour. In consideration of other applicants, please remember that your time is limited and we ask for your assistance in adhering to this schedule. You may bring samples of your work, your work with students, and/or photos of previous residency/education work.

Panel Notes:

*You will be notified of the status of your application in writing.*