



**ARTSWESTCHESTER TEACHING ARTIST PROGRAM
APPLICATION FORM**

ArtsWestchester does not accept hand-written applications, or applications sent by email, fax or postmarked. Please use 12 point font when filling out the form and submit two copies of the application; **one signed hardcopy and one signed digital copy of the entire application in PDF format on CD Rom or UBS flash drive.** Failure to submit the application in the requested formats will be considered incomplete and will not be reviewed. Complete this cover page, answer questions 1 through 6, initial and sign the work samples/Certification and release page, review the checklist and submit all materials by the deadline.

Last name		First name	email
Address	city	state	zip
Telephone	fax	website	

For advocacy purposes, please list the districts in which you reside. Contact your city, town or village if you need assistance. You can also find this information on www.westchestergov.com. This information is required. The Teaching Artist Program is only open to artists living in or maintaining studio space in Westchester County.

County Legislative District	NYS Assembly District	NYS Senate District
U.S. House of Rep. District	U.S. Senate District	

Discipline:

- Visual
- Performing (actor, choreographer, composer, dancer, musician, etc.)
- Literary (drama, prose, poetry)
- Filmmaker / Video Artist
- Other; specify _____



**ARTSWESTCHESTER TEACHING ARTIST PROGRAM
APPLICATION FORM CONTINUED**

Please type your answers to the following questions below. Please answer the questions in the order below. Limit your responses to 150 words unless otherwise noted.

1. Why are you interested in becoming or furthering your career as a teaching artist? What are your goals?
2. List a maximum of five teaching, workshop or residency experiences you have conducted within the last two years. Provide name of site, theme or focus of residency, brief description of the population (i.e., seniors, 4th grade students), contact person, location, and phone number.
3. Describe specific experiences such as second languages and/or conflict resolution skills that qualify you to be successful as a teaching artist. Include details about how you used these qualifications in the experiences listed.
4. Identify any training and/or experience you have working with integrated core curriculum, at-risk youth, mentally or developmentally disabled, seniors or other special needs populations.
5. Provide two sample residency projects (**one school and one community**) that demonstrate the skills and knowledge that will be passed onto the consumers through your art form. Each sample must be based on repeated contact with the same core group for at least five sessions. Be specific on the goals for each residency sample. Please refer to the information below for the additional requirements for each residency sample.

School Residency Sample Requirements

The school residency sample must indicate what exact Common Core State Standard will be reinforced through your art medium, how it will be implemented and what the achievement indicator will be. If needed, you may refer to the Common Core State Standards Initiative website <http://www.corestandards.org/the-standards> for the standards. All school residencies are conducted in the non-art classroom and integrate the arts with an area of the general common core standards (Mathematics, English Language Arts, History/Social Studies, Science and Technological Subjects).

Community Residency Sample Requirements

The community residency sample must identify a population in need and explain the developmental, social, academic and/or artistic goals that will be addressed during the residency.

Both residency descriptions may be based upon a previous experience or a hypothetical situation. Limit 2 pages.

ALL TEACHING ARTISTS MUST ADEPT IN CONDUCTING RESIDENCIES IN BOTH SCHOOL AND COMMUNITY SITES.

6. Please provide any other relevant information.



**ARTSWESTCHESTER TEACHING ARTIST PROGRAM
WORK SAMPLES/CERTIFICATION AND RELEASE PAGE**

RETRIEVING WORK SAMPLES AND SUPPORT MATERIALS FROM ARTSWESTCHESTER:

Although we take the greatest care in handling and returning support materials, ArtsWestchester is not responsible for any loss or damage to them. Those wishing to have materials mailed back to them should *enclose a self-addressed envelope with sufficient postage and protection*. Those wishing to pick up materials from ArtsWestchester may do so by appointment. Due to a lack of storage space, all unclaimed materials will be discarded after 60 days. **PLEASE KEEP A COPY OF YOUR COMPLETED APPLICATION FOR YOUR RECORDS.**

Check and initial one the following:

- I have included self-affixed and sufficient postage on a return envelope, properly addressed for return of my work samples. **(Please initial:_____)**
- I will retrieve work samples from ArtsWestchester. **(Please initial:_____)**
- You may discard my work samples. **(Please initial:_____)**

CERTIFICATION AND RELEASE

The undersigned certifies that he or she:

1. has read and understands ArtsWestchester's Teaching Artist application and guidelines.
2. on behalf of the applicant, releases ArtsWestchester, its employees or agents with respect to damages to property or materials submitted in connection herewith.
3. submitted accurate information in completion of the Teaching Artist Application.
4. failure to submit the application with a signature will be considered incomplete and will not be reviewed.

Artist Name Date

Artist Signature Date

PLEASE SEND COMPLETE APPLICATION TO:
ArtsWestchester
Teaching Artist Application
31 Mamaroneck Avenue
White Plains, NY 10601



ARTSWESTCHESTER TEACHING ARTIST PROGRAM GUIDELINES

ArtsWestchester's Teaching Artists are eligible to conduct residencies in schools and community sites through ArtsWestchester's grants. The Teaching Artist Program enables you to supplement your income and foster your development as an artist and as a teaching artist. ArtsWestchester provides on-going professional development opportunities throughout the year, helping you develop skills, knowledge, and effectiveness as a teaching artist. The Teaching Artist Program also provides networking opportunities, fosters collaborations, and functions as support system.

WHO CAN APPLY?

Eligibility extends to artists of any discipline who live or maintain a studio/performance space in Westchester County and are currently active in their field.

WHAT CRITERIA DOES ARTSWESTCHESTER USE TO SELECT ARTISTS?

The application process is competitive and consists of a written application, an interview, and a review of your work as an artist. ArtsWestchester considers the following when reviewing your application:

- The artistic merit of your creative work and professional accomplishments
- Your ability to work collaboratively with schools and social service agencies
- Your verbal and written communication skills
- Knowledge and understanding of curricula and the needs of particular groups, such as pre-school age children, seniors, teens, persons with disabilities, etc.
- Your experience conducting residencies and/or hands-on workshops

ArtsWestchester gives priority to artists who are currently active in their fields. Our decisions may also be informed by current needs.

HOW CAN I GET HELP WITH MY APPLICATION?

In order to help you develop a competitive application, ArtsWestchester conducts pre-application workshops. There will be two (2) application workshops, **Wednesday, March 12, 2014 @ 5:00 p.m. and Wednesday, September 10, 2014 @ 5:00 p.m. at ArtsWestchester's Arts Exchange building in White Plains on 31 Mamaroneck Avenue.** We encourage you to attend and bring your application with you. There is no fee, but you must call (914) 428-4220 x313 to register. **Please call to confirm the date and time as workshops may be cancelled if no one registers.**

WHAT ARE THE APPLICATION DEADLINES?

- **Friday, March 28, 2014 @ 5 p.m.**
- **Friday, September 26, 2014 @ 5 p.m.**

All applications must be received by the listed date and time and **will not** be accepted through fax, email or postmarked. If the application is received after the deadline, it will not be reviewed.

Panel convenes for applicant interviews within 30 days of each application deadline. Acceptance/Denial notifications are sent within 60 days of each application deadline. ArtsWestchester reserves the right to rollover submitted applications until the next



application deadline if there are insufficient applications to convene a panel review. If your application review is postponed, ArtsWestchester will notify you.

WHAT IS AN 'ARTIST RESIDENCY'?

An artist residency is a highly structured, multi-session workshop that fosters learning *in* and *through* the arts. Generally, workshops are sequential, each session building upon the previous ones. ArtsWestchester employs a partnership model: as a teaching artist, you develop and implement residencies in collaboration with educators or, in the case of human service and community agencies, with the site staff. In schools, residencies serve as an instructional tool, helping students to master core curricula content in other subjects as well as addressing the New York State Standards in the Arts. In day-care centers, after-school programs, mental health facilities, shelters and other settings, residencies foster cognitive, developmental, social and individual skills and abilities basic to success in school, in life, and in the workforce.

WHAT IS THE AMOUNT OF A RESIDENCY GRANT?

Residency grants vary according to the length, but are based on the following rates:

- \$300 per full day (three to five hours),
- \$150 per half day (one to three hours),
- \$125 per planning session, and
- \$125 per wrap up session (when applicable)

Since schools and agencies select the artist with whom they would like to partner, in any given year, you may receive several grants, one grant, or none. Many organizations use ArtsWestchester's digital Teaching Artist handbook as a resource and your participation in this program may lead to other opportunities.

HOW WILL I KNOW MY STATUS?

Applications will be reviewed within 30 days of the application deadline. ArtsWestchester will notify all applicants by mail regarding the status of their applications within 60 days of the deadline.

WHAT HAPPENS IF I AM ACCEPTED ONTO THE TEACHING ARTIST PROGRAM?

Well done! After receiving your congratulatory letter and attending the mandatory teaching artist orientation, you are now eligible for ArtsWestchester's residency grants. Our staff is available to provide you with on-going technical assistance, professional development, and guidance related to any specific residency or to more general issues. Take steps to get fingerprinted at your earliest convenience and notify ArtsWestchester of the date of your Clearance Letter. If you have not been fingerprinted and cleared by the New York State Education Department please do so. Applications and instructions are available at <http://www.highered.nysed.gov/tcert/ospra/teach>.

WHAT HAPPENS IF I AM NOT ACCEPTED?

If you are not accepted into the Teaching Artist Program you may reapply at a later date. ArtsWestchester encourages artists to set up a consultation with an ArtsWestchester Staff member to discuss your application. You may attend one of the Teaching Artist Application Workshops, if available. Please periodically check our website for workshop information.



WHAT IS THE APPLICATION PROCESS

1. Complete the application narrative by answering all of the questions provided on the application form. Be sure to include your sample residency description, resume, and personal work samples (**mandatory**) as well as student/participant work samples, if available.
2. Attend a pre-application workshop, if necessary.
3. Submit one signed original hardcopy and one signed digital PDF copy of the entire application on a CD Rom or USB flash drive to:
ArtsWestchester
Teaching Artist Application
31 Mamaroneck Avenue
White Plains, New York 10601
4. ArtsWestchester will notify you to schedule an interview with members of the ArtsWestchester education staff and the Board's Education Committee. The interview is a mandatory part of your application. **Failure to attend the scheduled interview will result in your application being incomplete and you will not be considered for the program.**

Please refer to the following information as you complete your application.

I. Experience

- Indicate your most recent experience(s) working with the listed populations. Include a maximum of up to two examples per category.
- Is there relevant information about your background or experience that is not mentioned on your résumé or other parts of the application that you would like the panel to know? This is your opportunity to describe a specific event or situation that might further qualify you to conduct residencies.
- Have you recently participated in any conferences, workshops or other activities related to your development as a teaching artist? If so, please list the events along with the date you attended and a brief description of what you learned.

II. Sample Residency Description

- ArtsWestchester Teaching Artists must be adept in conducting residencies in both school and community sites. **You must submit two residency descriptions, one for a school site and one for a community site.** Your residency description may be based upon an experience or a hypothetical situation.
- For a **school**-based sample residency description, please be sure to address the following, as well as any other information that you think significant. Please base your description on a typical five to ten days residency. Be sure to address:
 - Grade Level
 - Common Core State Standards
 - Planning/Collaborative process



- Goals (artistic and academic)
 - Description of student activities during each residency session
 - Teachers involvement
- For a **community**-based site, please be sure to address the following:
- Type of agency / program
 - Clients (age, special needs group, etc.)
 - Planning/Collaborative process
 - Goals (artistic, cognitive, emotional, or social, etc.)
 - Description of participant activities during each residency session
 - Staff involvement



**ARTSWESTCHESTER TEACHING ARTIST PROGRAM
APPLICATION CHECKLIST**

Use the following checklist to ensure all necessary materials have been included. **Your application is incomplete if any of the required materials are missing.** Please submit this checklist along with the items in the following order:

- 1. COMPLETED APPLICATION – INCLUDING SAMPLE RESIDENCY DESCRIPTION (S) (REQUIRED):**
 - An original signed hardcopy and a signed digital PDF copy of the entire application on CD Rom or USB flash drive. THIS IS A REQUIREMENT.** If you do not submit one signed hardcopy and one signed digital PDF copy of the entire application on CD Rom or USB flash drive, your application will be **considered incomplete** and will not be submitted to the panel for review.

- 2. ARTIST RÉSUMÉS (REQUIRED):**
 - One hardcopy and one digital PDF copy of a current résumé detailing your professional work as an artist such as training, exhibitions or performance history, etc. and Arts and Education background if applicable. (Maximum of 2 pages). Failure to submit one hard copy and one digital PDF copy of your current résumé will result in your application being **considered incomplete** and will not be submitted to the panel for review.

- 3. WORK SAMPLES (REQUIRED):**
 - Applicants **must** submit work samples from within the past three years. Work samples will **ONLY** be accepted in the following formats. Please include a concise, one-paragraph description of all work submitted, its context and approach.
 - **Digital Photo CD:** Submit a **maximum** of eight 'jpegs' which best represent your work as an artist. Mark the jpegs as follows: artist name, date of work, number of jpeg from 1-8, title of work, medium, and dimensions. Make sure applicant name is included on the list.
 - **CDs:** Label CD and cover with *applicant* name, title of work, date completed, name of artist or performing group, playing time, and production credits, including your role(s) in the production.
 - **Literary Works:** One typewritten, double-spaced manuscript (up to ten pages) or poetry or other literary work as **relevant to your professed discipline** saved in a PDF format on a CD Rom or USB flash drive. Include a title page with *applicant* name, address and year work was written.

- 4. SUPPLEMENTAL MATERIALS (OPTIONAL):**
 - Samples of Work by Students/Participants in a Residency:** We encourage you to submit sample(s) of work created by participants in residencies you conducted, if available. **Be sure the samples show work created by participants rather than documenting a residency.** Please include a concise, one-paragraph description of the work submitted, the year work was completed and population. Digital copies **ONLY**. You may submit up to eight jpegs.
 - Documentation:** You may include 2 copies of articles, programs, or other materials related to your residency work.
 - Letters of support.**