



**NEW JERSEY
STATE COUNCIL
ON THE ARTS**

**FY 2013 Artists-In-Education
Guidelines & Application for Artists**

Application Deadline: FEBRUARY 10, 2012

AIE TECHNICAL ASSISTANCE WORKSHOPS

All applicants, particularly those new to the Artists-in-Education Residency Program, are encouraged to attend one of the following workshops, which includes:

- an introduction and overview of the AIE Program,
- a step-by-step “walk through” of the current guidelines and application and
- a question-and-answer period.

Each workshop is led by AIE Consortium staff, a teacher and/or administrator with residency experience, and AIE teaching artists.

Monday, November 14, 2011

4:00-6:00pm

Guild of Creative Arts
620 Broad Street
Shrewsbury, NJ 07702

**To register please contact: Tania C. Pawluk,
Arts Education Administrator at 609-243-
9000 or tpawluk@njaie.org**

*This workshop is offered in partnership with the
Monmouth County Arts Council.*

Tuesday, December 6, 2011

4:00-6:00pm

Perkins Center, Collingswood
30 Irvin Ave, Collingswood, NJ 08108

**To register please contact
Tania C. Pawluk at 609-243-9000 or
tpawluk@njaie.org**

*This workshop is offered in partnership with
Perkins Center for the Arts.*

Thursday, December 1, 2011

4:00-6:00pm

Bergen County Division of Cultural & Historic Affairs
The Learning Center, Room 460
1 Bergen County Plaza
Hackensack, NJ 07601

To register please call: 201-336-7292 or e-mail

glucente@co.bergen.nj.us *This workshop is offered in
partnership with the Bergen County Division of Cultural &
Historic Affairs.*

Large
Print

AIE guidelines and application can be viewed and downloaded online at <http://www.njaie.org> or <http://www.njartscouncil.org> and in a LARGE PRINT version as well. Contact us if you are in need of special accommodation in filing this AIE grant application at (609) 243-9000 or 1-877-NJ-ART-ED.

The Artists-In-Education Residency Program is made possible by generous support from the New Jersey State Council on the Arts/State Department, a partner agency with the National Endowment for the Arts, and is funded in part by the Geraldine R. Dodge Foundation.



THE COUNCIL

The New Jersey State Council on the Arts is a division of the NJ Department of State. It receives funding in direct appropriations from the State of New Jersey through a dedicated Hotel/Motel Occupancy fee and grants from the National Endowment for the Arts. Since 1966, its volunteer members and professional staff have worked to improve the quality of life in New Jersey by helping the arts to flourish. For more information about the New Jersey State Council on the Arts, please visit www.njartscouncil.org. Further information regarding the arts in New Jersey is found on an interactive website, www.jerseyarts.com, and available on a toll-free hotline 1-800-THE ARTS.



MISSION AND GOALS

The mission of the New Jersey State Council on the Arts is to improve the quality of life of the state by helping the arts to flourish. Its goals are:

- Increased public and private resources invested well in the growth, development, and long-term stability of high quality arts organizations and programs.
- Broader, deeper and more diverse participation of New Jerseyans in the arts.
- A growing arts industry increasingly hard at work building better communities.
- High quality arts education for all New Jersey children and for people throughout their lives.
- A larger, stronger and more complete infrastructure of support for the success and involvement of artists.
- Improved access to and the use of technology and information.

State of New Jersey

The Honorable Christopher J. Christie, *Governor*
Lt. Governor Kim Guadagno

Department of State

The New Jersey State Council on the Arts

Ofelia Garcia, *Chair*
Elizabeth A. Mattson, *First Vice Chair*
Germaine B. Trabert, *Second Vice Chair*
Mary-Grace Cangemi
Lawrence K. Carlbon
Alisa Cooper
Arthur Factor
Maurice Fitzgibbons
Joyce C. Goore
Carol Ann Herbert
Douglas Katich
Dee. Kirk
Ruth Lipper
Judith G. Leone
Kevin M. O'Brien
Sharon Burton Turner
Lana Gold Walder

Ex Officio Members

Lt. Governor Kim Guadagno

Assemblywoman Valerie Vainieri Huttle

Senator Thomas H. Kean, Jr.

Executive Staff

Julie Ellen Prusinowski, *Interim Executive Director*

Arts Education Staff

Robin Middleman, *Senior Program Officer, Arts Education*
Eileen Peterson, *Support Specialist, Artist Services/Arts Education*

New Jersey State Council on the Arts
PO Box 306
225 West State Street
Trenton NJ 08625-306
609.292.6130 (NJ Relay 711)
www.njartscouncil.org

AIE PROGRAM SYNOPSIS

The New Jersey State Council on the Arts (NJSCA) sponsors a multifaceted arts education program funded through state appropriations to the NJSCA, major grants from the National Endowment for the Arts and contributions from a growing network of arts agencies, schools, corporations and foundations. **The Artists-in-Education Program (AIE)** is the cornerstone of that total arts education program and is aimed at making the arts basic to education in New Jersey. AIE places highly qualified professional artists in classrooms throughout the state. By working directly with the artists, students and teachers are presented with the opportunity to engage in and learn about the creative process. Residencies are offered in a wide variety of arts disciplines and vary in length from 20 to 100 days, depending on the discipline, the needs of the sponsor/site and the particular design of the residency. Artists are placed at sites according to these specifics. AIE artists are selected for their artistic qualifications and their abilities as educators.

AIE Residency Programs are structured to have an impact on and reinforce the importance of *the arts as basic to education*. This is largely accomplished through residency components that work with teachers in developing curricula, making presentations to school boards, bringing in visiting artists, arranging field trips and working with the local community. For this reason, the Council also has a particular interest in the staff development component of all residencies and projects supported under this program.

NJSCA AIE PARTNERS

**THE NEW JERSEY STATE COUNCIL ON THE ARTS
ARTISTS-IN-EDUCATION RESIDENCY PROGRAM IS
OFFERED IN PARTNERSHIP WITH**

- ◆ **ARTS HORIZONS**
- ◆ **YOUNG AUDIENCES NEW JERSEY**

The NJSCA is pleased to work with two outstanding arts education organizations as cosponsors of the AIE Program. This partnership brings a great wealth of resources and expertise to this program. As a result more schools and artists are served through a program that offers deeper connections to the goals of the schools and greater attention to the needs of teaching artists.

**AIE Residency Grant Program
Schools interested in applying for an AIE
Residency Grant to host an artist in their
school for twenty days or more in 2012-2013
should call the toll-free hotline:**

1-877-NJ ART ED (1-877-652-7833)

or visit www.njaie.org

**Applications are also available on the NJSCA
web site: www.njartscouncil.org ◆◆◆**

AIE ARTISTS

The guidelines and forms contained in this packet are for use by artists who wish to become approved to conduct school residencies. ◆◆◆

ELIGIBILITY

- ◆ Professional practicing artists whose work is of high artistic quality and who exhibit the commitment and ability to work effectively as an artist-in-residence in an educational setting.
- ◆ Arts producing organizations (performing companies and ensembles) and artist teams. These applications must include a description of the services the organization or team can provide for the residency and be completed by the company artist who will lead the residency. Resumes and references should be included for the lead artist and for each member of the group or team applying.

REAPPLYING ARTISTS

AIE artists must reapply every three years to renew their eligibility. Please respond to the questions under the **Reapplying Artist Application Narrative** section on page 8 in this booklet.

New Information for reapplying artists:

AIE artists that have been approved three consecutive times and have successfully conducted AIE residencies do not have to reapply. Please call the NJSCA AIE office at 609.292.6130 to confirm your status. ◆◆◆

TECHNICAL ASSISTANCE WORKSHOPS

All applicants, particularly those new to the AIE Program, are encouraged to attend Technical Assistance Workshops. These sessions will assist applicants in understanding the process and completing the application. *See inside the front cover for details.* ◆◆◆

APPLICATION DEADLINE

The AIE Artist Application deadline:

FEBRUARY 10, 2012

This means that applications must be received in the NJSCA office by 5:00 p.m. or be postmarked by February 10, 2012 to be considered.

Applicants are advised to mail applications early. Facsimile (FAX) transmissions will not be accepted. **Requests for an extension must be received in writing by the NJSCA, at least 2 weeks prior to the deadline.**

Complete applications are to be sent to:

**AIE ARTISTS 2013
NJ STATE COUNCIL ON THE ARTS
PO Box 306
TRENTON NJ 08625-306**
◆◆◆

APPLICATION PACKAGE

Please read the guidelines and application forms carefully before completing. Only complete applications are forwarded to panels for evaluation. **Please collate and staple/clip each of the application packets submitted.** It is necessary to submit **an original and seven copies** of all documents. The original will remain in the Council's files and the copies will be forwarded to the panelists.

A Complete Application

Consists of the following:

- A. **Artist Application Form** (contained herein)
Original signed in blue ink and 7 copies
- B. **Narrative** (see page 8)
Original and 7 copies.
- C. **Resume/Career Summary** - *submit a resume that covers your professional experience as an artist as well as experience in educational settings.*
Original and 7 copies.
- D. **References** - Names, titles, addresses and phone numbers of at least three professional references.
Original and 7 copies.
- E. **Support materials** (see "Support Materials" for specifications by discipline).
Applicants must submit support materials that testify to their work as professional artists, not their work as educators working with children.
- F. **Application Checklist** - Fill out to ensure that your application is complete. Also fill out information for an e-mail confirmation of receipt of your application packet.

Re-Applying Artist Application consists of:

- A. **Artist Application Form** (contained herein)
Original signed in blue ink and **7 copies**
- B. **Reapplying Artist Application Narrative** (see page 8) Original and 7 copies.
- C. **Current Resume** Original and 7 copies
- D. Support materials (see "Support Materials" for specifications by discipline).
- E. **List of residencies** conducted in NJSCA Arts Education Programs (include AIE, NJWP, YPP and Perkins Center for the Arts). ◆◆◆

SUPPORT MATERIALS

The support materials required are listed below according to discipline. These materials are the means by which the artistic quality of an applicant's personal artistic work is assessed.

Submit examples of your own art work, not those of your students.

All support materials must be of current work; completed within the previous two years (since January 2010). Applications will be disqualified if they do not meet the support materials guidelines. Please take care in preparing your work for review.

DANCE, MEDIA ARTS AND THEATRE One (1) DVD of no more than 10 minutes. Clearly label the tape and the box with the title of the work, the artist's name and role in that work (i.e. choreographer, performer etc.). .

MUSIC One CD of no more than 10 minutes. Clearly label CD and the CD case with the title of the work, the artist's name and role in that work (i.e. composer). Clearly indicate the track(s) you wish the panel to hear.

VISUAL ARTS, ARCHITECTURE/DESIGN, CRAFTS AND PHOTOGRAPHY Ten images on CD. Number them in the order you wish the panel to view them. Label them clearly with the applicant's name, and the title, media and dimensions of the work.

CREATIVE WRITING

Poetry: an original and 7 copies of ten poems.

Prose: an original and 7 copies of short fiction, short stories or other creative prose, no less than 10 pages and no more than 15 pages in length.

Plays: an original, full-length play or a play in progress (please identify which you are submitting), and 7 copies of one act of that play.

INTERDISCIPLINARY If you intend to apply in this discipline category please call the NJSCA AIE Office to determine which discipline panel should review your application and what kind of support materials to submit.



APPLICATION PROCESS

Complete applications by eligible applicants are evaluated by independent panels of artists and educators according to discipline. Panels employ uniform evaluation criteria that stress excellence in all pertinent areas (see *Evaluation Criteria* in the Narrative section of this booklet). Panels review an applicant's demonstrated professional ability and artistic strength of their work based on submitted support materials. The panel evaluations are forwarded to the NJSCA for recommendation of approval of artists for participation in the program.



NOTIFICATION

The NJSCA intends to announce FY 2013 approval of artists in May 2012. All applicants will be notified by mail immediately following official Council action. Those accepted will be eligible for residency programs beginning September 2012. Artists are accepted into the program for a three-year term. *Artists should be aware acceptance onto the roster does not guarantee work.* ◆◆◆

AIE RESIDENCY PROGRAM PROCESS

Schools awarded grants to host residencies work in partnership with the AIE Consortium and the NJSCA in selecting artists for their residencies. Once school grants are announced, artists are contacted if there is a project in their area of expertise. The artist's honorarium is \$275 per residency day. ◆◆◆

ARTIST RESPONSIBILITIES

The following is an outline of the AIE artist's responsibilities. All artists sign a standard contract with a school which defines these responsibilities in full detail.

- ◆ Work collaboratively with the sponsor to design and carry out a project that includes pre-residency planning, student workshops, teacher workshops, field trips, performances and exhibits (where applicable), a project for community involvement and post-residency activities.
- ◆ Select visiting artists.
- ◆ Submit a Final Report and Evaluation to the school upon completion of the residency.
- ◆ Attend AIE Program meetings and training sessions to discuss their projects and to gain information about educational concerns and issues. ◆◆◆

MENTOR PROGRAM

All newly approved AIE artists selected to conduct residencies are assigned a mentor artist to assist them. Mentors are experienced AIE residency artists who work with new artists for three days during the early part of a residency and are available by phone for questions. The mentor artist submits a brief evaluation report intended to assist the new teaching artist in their residency work. ◆◆◆

CREATIVE WRITING

Long Term Residency (20-100 days)

Students are encouraged to experiment with language and express themselves through poetry, short story writing or playwrighting. Students experience the process of writing from idea to publication. In addition, staff workshops encourage teachers' and administrators' creativity and use of creative writing in their curricula. Creative writing residencies require the field trip, visiting artist and all other components of a long term residency. These residencies conclude with the publication and distribution of an anthology containing a sample of each participating students' writing. Creative Writing residencies are among the most popular because of their obvious ability to enhance language arts curricula and promote creative thinking and expression.

Short Term Residency (New Jersey Writers Project, 5 days)

Short term writing residencies in poetry, prose and playwrighting are coordinated by Playwright's Theatre of NJ through the **New Jersey Writers' Project**. The five-day residency begins with the writer's pre-planning visit to the site during which the artist and the staff collaboratively design the program. The writer then spends four teaching days visiting up to four classes each day, working with the same classes throughout the residency. This format can be tailored or expanded to meet the needs of individual sites and their student populations.

ARTIST APPLICATION NARRATIVE

PLEASE NOTE: applicants are strongly encouraged to attend one of the Technical Assistance Workshops listed on the inside front cover of this booklet. If you cannot attend and have any questions about this application do hesitate to call the NJSCA AIE Program office at 609.292.6130

Please respond to the following questions in no more than 10 **typed** pages. Place your name at the top of each page and head each response with the number of the question and the underlined words.

Writers should base their proposals on a five-day residency project.

Artists working in all other disciplines must base their proposal on a twenty- day residency.

Please refer to the Glossary for definitions of key terms before you write your narrative.

1. Art Work Please provide a brief artist statement that includes a description and the direction and/or focus of your current art work.
2. Educational Experience Describe any experience you have had working with young people and how this experience applies to your desire and ability to be an artist-in-residence.
3. Proposed Residency Describe a residency that you would propose to conduct and its goals, objectives, major activities and intended results. Please include your ideas on all required residency components:
 - ◆ Activities for core students
 - ◆ Activities for other participating students
 - ◆ Teacher workshop
 - ◆ Visiting artists
 - ◆ Field trip
 - ◆ Project for community involvement
4. Lasting Impact What do you hope the lasting impact of that residency to be? How will it aid in making the arts basic to education? How would you assess the success of the project? What types of materials and information would you provide to the school to aid in developing post-residency curricula?

5. Supplies/Equipment Describe the supplies and equipment your residency would require.
6. Area/Region Please define the area/region you are willing to travel.
7. Age group/grade level What age group or grade levels do you prefer working with?
8. Availability When are you available to conduct residencies and what restrictions are there on your time? ◆◆◆

EVALUATION CRITERIA FOR NEW APPLICANTS

As you write your narrative, please keep in mind the evaluation criteria employed by the review panels for artist applications:

1. Artistic quality (based on support materials).
2. Ability to work well as an artist-in-residence in an educational environment.
3. Ability to design and execute an effective in-school residency.
4. Ability of that residency to contribute to the teaching of the art form as a basic part of education and to fostering sequential learning in the arts.
5. Ability to design and execute effective professional development workshops which both contribute to quality instruction in the arts and integrate the arts with existing programming and curricula. ◆◆◆

REAPPLYING ARTIST APPLICATION NARRATIVE

Please read the complete AIE Guidelines before completing your application. This narrative should not exceed three typed pages. Hand-written applications will not be accepted. Please address the following with the Evaluation Criteria listed below in mind.

1. Why do you wish to continue working as an artist-in-residence?
2. What were the major contents and goals of your past residencies?
3. What do you believe you have accomplished in your past residencies? How have they helped make the arts basic to education?
4. What changes or improvements would you make in future residencies?

EVALUATION CRITERIA REAPPLYING ARTISTS

As you write your narrative, please keep in mind the evaluation criteria employed by the review panels for artist applications:

1. Artistic quality (based on support materials).
2. Evidence of professional growth as an artist-in-residence.
3. Evidence that past residencies have contributed to the teaching of the art form as a basic part of education and have fostered sequential learning in the arts.
6. Evidence that past professional development workshops have contributed to quality instruction in the arts and integrated the arts into existing programming and curricula.



GLOSSARY OF KEY TERMS:

The following definitions may help you understand the NJSCA's philosophy for arts education and the design of the AIE Program. Please consult this section before drafting your narrative.

ARTS ACROSS THE CURRICULUM:

Arts that are woven into the fabric of instruction regardless of the discipline being taught.

ARTS BASIC TO EDUCATION:

Direct, sequential instruction and learning in the arts and its concepts, techniques and processes.

BASIC ARTS EDUCATION:

A comprehensive body of knowledge of and skills in the arts that lead to proficiency for all students as a part of a complete preK-12th grade education.

CORE GROUP:

A class-sized (about 25) group of students who work with the residency artist intensively. The focus of the residency for the core students will be the skills, techniques and concepts of the art form.

PARTICIPATING STUDENTS:

Students who work with the artist on a less regular basis than a core group. The focus of the residency for these students may be basic arts education and/or arts across the curriculum.

RESIDENCY DAY:

Based on four, forty-five minute class periods with additional time for class preparation as needed.

SEQUENTIAL LEARNING:

An approach to teaching and learning that is organized in a planned and systematic fashion over an extended period of time.

STEERING COMMITTEE:

The Steering Committee is composed of members of the faculty and administration, the artist, parents and members of the community.

TEACHER WORKSHOP:

Session led by the residency artist to share specific hands-on activities in the techniques and processes of an art form(s) for the teaching staff.

VISITING ARTIST:

Guest artist(s) invited by the residency artist to present a workshop or demonstration that expands on the focus of the residency. ◆◆◆

AIE CONSORTIUM CONTACT LIST

NEW JERSEY STATE COUNCIL ON THE ARTS

PO Box 306
Trenton, NJ 08625-0306
T: 609-292-1630/F: 609-989-1440
www.njartscouncil.org

Robin Middleman, *Senior Program Officer, Arts Education*
609-984-6815
RobinM@arts.sos.state.nj.us

ARTISTS-IN-EDUCATION CONSORTIUM

c/o 200 Forrestal Road
Princeton, NJ 08540
T: 609-243-9000/F: 609-243-8999
www.njaie.org

Tania C. Pawluk, *Arts Education Administrator*
609-243-9000
tpawluk@njaie.org

ARTS HORIZONS

One Grand Avenue, Suite 7

Englewood, NJ 07631
T: 201-567-1766/F: 201-567-5312
www.artshorizons.org

Elizabeth Halverstam, *Executive Director*
Elizabeth@artshorizons.org

Jenifer Simon, *Dir. NJ Programs, Partnerships & The Artist/Teacher Institute*
jenifer@artshorizons.org

Michele Renaud, *Mgr. NJ Programs, Partnerships & The Artist/Teacher Institute*
michele@artshorizons.org

YOUNG AUDIENCES NEW JERSEY

200 Forrestal Road
Princeton, NJ 08540
T: 609-243-9000/F: 609-243-8999
www.yanj.org

Laurence Capo, *Executive Director*
lcapo@yanj.org

Jacqueline Knox, *Arts Education Program Associate*
jknox@yanj.org