

Capital Area Intermediate Unit



Artist Application Packet



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, senior centers and more for all Pennsylvanians.

What is Arts in Education?

The AIE Division empowers artists to help others explore and develop their creativity and artistic skills in a variety of educational, community and institutional settings. Teachers/agencies select and collaborate with qualified artists who spend at least 5 days in a school or agency conducting artist residencies. Residencies integrate the arts into a teacher's core curriculum or provide customized experiences unique to the participants.

What is an Artist Residency?

Residencies are substantial periods of time in which an artist (or artists) works intensively with small groups of learners on one or more long-term projects. During this time, learners exercise creative control over their work. The artist's role in such work is that of mentor and facilitator, leading students through guided self-discovery, and of technical advisor on important artistic concepts and skills. Residencies are developed collaboratively between the artist and the host organization. Planning is conducted well before the beginning of the residency, allowing ample time for necessary arrangements to be made by both the artist and residency host.

How are the Residencies Funded?

An artist (or artists) 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 anywhere from 5-20+ 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 the role of the CAIU?

The Capital Area Intermediate Unit (CAIU) is a PCA regional Arts in Education partner that works in a three-county region: Cumberland, Dauphin, and Lebanon. As a PCA, AIE Partner, CAIU facilitates the process of selecting artists for inclusion in the statewide database of artists and CAIU'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.

Who will CAIU consider as a Teaching 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.
- Preference is given to Pennsylvania residents; artists from other states may apply.

Criteria

- The artist's experience as demonstrated by samples of your work.
- Good communication skills determined from application, recommendations, interviews, and teaching observations.
- Ability to develop and implement residency plans with education or community partners.
- 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

- Artists are paid a minimum of \$250 per day for a school residency and \$230 per day for a community residency.
- Mileage will be reimbursed only for residency distances farther than 50 miles one way. Expenses must be tracked with itemized receipts and reimbursement will follow CAIU rates and rules.
- One day equals at least three hours of on-site activities in a school setting and at least two hours of on-site activities in a community setting.
- The host site is responsible for the cost of all materials used in the residency.

Ensembles and Companies

- The application information must be submitted for all artists who will be working in residencies in school 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 and evaluated in an educational setting prior to being recommended to the AIE directory. These observations may occur during existing residencies, classes or workshops arranged by the artist or CAIU. Qualifying artists who are recommended to the PCA will be invited to professional development workshops that address guidelines of the AIE program.
- Qualified artists who are recommended to and approved by the Pennsylvania Council on the Arts will be invited to participate in Capital Area Intermediate Unit professional development workshops that address the guidelines of the program.

Steps to the Process

- Submit to CAIU: Application, Resume, Clearances, Work Samples
 - Artists must acquire all background and criminal clearances before being contracted for residency.
- Set up an interview with AIE Coordinator
- Attend training, then submit sample 10-day residency project and schedule.
- Work samples and sample 10-day residency project will undergo anonymous peer review process
- Demonstrate your skills in an educational or community setting as a probationary residency.

Instructions for Artists

Submissions

Artists applying for directory status must submit the following materials.

- Artist Application
- Professional Resume (1-2 pages)
- Letters of Recommendations (2 minimum)
- Work Samples (copies, 5-10 pieces)
- Digital Headshot
- Clearances and CAIU Policy

*Please collate these materials using paper clips, not staples if you are not submitting it electronically.

Work Samples

The Arts in Education CAIU Partnership will focus primarily on the artistic quality of your own work. With this in mind, you should pay close attention to your choice of work samples (slides, tapes, cassettes, CDs, manuscripts, or scores). 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.

Clearances

Please refer to the documents on the website for full clearance and policy requirements. (*Contractor Clearance Information and CAIU Board Policy Review Information*)

- PA State Police Criminal History Check Clearance Act 34
- FBI Fingerprint Clearance Act 114
- Act 126 Mandated Reporter Training
- PA Child Abuse Clearance Act 151
- Tuberculosis (TB) Testing with a Negative Result
- Sexual Misconduct Clearance Act 168
- Arrest/Conviction Report and Certification Form 6004

*Clearances need to be renewed every 3 years.

Where to Submit

PAPER SUBMISSION

Capital Area Intermediate Unit 15
ATTN: Jackie Ford
55 Miller Street
Enola, PA 17025

DIGITAL SUBMISSION

Jackie Ford
jford@caiu.org
T: 717-732-8400 ext. 8153

Questions/Assistance?

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.

Jackie Ford
jford@caiu.org
T: 717-732-8400 ext. 8153

APPLICANT DETAILS

Applicant Name: _____

Contact Person (for companies/ensembles) _____

Address: _____

County: _____ City: _____ State: _____ Zip: _____

Cell Phone: _____ Email: _____

Website: _____

Years of experience as a professional artist? _____

Years of experience as a teaching artist? _____

I'm applying as:

an individual artist an ensemble or company

Art Discipline/Type:

Visual Arts Literary Arts Performing Arts Culinary Arts

Type: Acting Architecture Ceramics Cooking Dance Design Drawing Film

Horticultural Music Painting Photography Poetry Research Sculpting Theatre

Writing (Other disciplines not listed here are welcome) Other: _____

Please identify the counties of the state you would work (please check all that apply):

Cumberland Dauphin Lebanon

Identify below the student age levels you are willing to teach (please check all that apply):

Early Childhood Elementary Middle Secondary Adult Senior



APPLICANT DETAILS CONTINUED

What is the ideal number of students you would prefer to work with in a class/group?

Do you speak other languages? Ex: Spanish ASL Other: _____

Please identify the special populations with whom you are comfortable working with

(please check all that apply):

- Probationary Programs Intellectually Disabled Physically Disabled
 Mental Health Facilities At Risk Youth Facilities Other (please specify): _____

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 the Arts in Education Program with the Capital Area Intermediate Unit.
- I have read and agree to the terms and conditions outlined above for this application and will abide the requirements the Arts in Education CAIU Partnership has for its AIE Artist Directory.
- I understand that I will be required to get all necessary clearances every 3-5 years.

Signature of Artist/Company Manager

Typed Name

Date