



## **REQUEST FOR PROPOSAL**

### **Nicholas Aaron Aitken Artist-In-Residence (NAA-AIR) Program at Forsyth School, SY24/25**

**Project Budget: up to \$5,000 in artist fees; up to \$1,500 in supplies**

**Application Deadline: Friday, November 1, 2024, 5:00pm**

**Application Process Timeline:**

- RFP Posted: Tuesday, October 1, 2024
- Proposals Due: Friday, November 1, 2024
- Notification of Finalists: Friday, November 15, 2024
- Notification of Selected Awardee: Friday, December 6, 2024

**Project Timeline: Alternating daily, 8:40–9:20am and 8:40–10:00am, from Wednesday, January 22–Tuesday, February 18, 2025, with an evening reception afterward, date TBD.**

#### **Overview:**

Forsyth School seeks an artist or artist team to lead the creation of work(s) in any media with Grade 5 students (ten-year-olds). The project will be produced under the aegis of the school's art instructor and, to the extent possible, generated in collaboration with the students, working in three groups of 15 or fewer at a time. The project must be completed this winter (2025) during a maximum of nineteen 40-minute class periods with each of the three cohorts. An opening reception will follow on a mutually agreed-upon date.

#### **Background:**

Forsyth School is an independent elementary school for children aged 2 through Grade 6. Located in the Wydown-Forsyth Historic District, Forsyth's campus consists of six historic homes spread across a 4.5-acre campus. Walkable resources include Forest Park and Washington University. The "Forsyth experience" is enriched by the school's unique campus, location, and commitment to the natural world.

In 2010, the family of Nicholas Aaron Aitken—a gifted artist who attended Forsyth School—established the *Nicholas Aaron Aitken Artist-In-Residence* (NAA-AIR) program to honor Nick's memory through the arts at Forsyth.

The program aims to expose Forsyth students to arts and culture through hands-on projects with visiting artists. It enhances Forsyth's curriculum and the goals of its art program.

Each year's project is featured on the Forsyth website, in its Annual Report, on social media, and during an opening reception featuring the completed project(s). Projects have also been featured in *Ladue News*, *Town&Style*, and various gallery news outlets.

### **NAA-AIR Requirements:**

The selected project will represent, reflect, and inspire in its viewers or otherwise communicate one or more of the following themes in its proposal: sustainability, accessibility & inclusivity, and/or the Forsyth School Honor Code.

- **Option 1, Sustainability:** Forsyth's current sustainability practices include 105 species of native plants on campus, 105 solar panels, and a faculty-led [Go Green](#) initiative. The selected NAA-AIR project could inspire Forsyth students, faculty, staff, and visitors alike to celebrate and/or learn more about our natural environment, our city's wildlife, and/ or sustainable living.
- **Option 2, [Accessibility & Inclusivity](#):** People of many ages, abilities, and identities spend their days at Forsyth. The school strives to be inclusive and accessible to all and to build bridges between itself and its community. The selected NAA-AIR project could reflect the school's shared values of accessibility and inclusivity as a welcoming symbol.
- **Option 3, Honor Code:** Members of the Forsyth community routinely recite the following Honor Code: *As a member of the Forsyth School community, I will always be honest, kind, respectful, responsible, fair, and practice good sportsmanship. I will do my part to make Forsyth a special place.* The selected NAA-AIR project could embody and/or encourage the tenets of the school's Honor Code.

Projects may be permanent or temporary installations on-site, indoors or out, and/or they may be individual projects that students take home. Forsyth has a small, light-filled art room with four tables, three sinks, and a basement kiln. The institution is flexible and can accommodate field trips.

### **Eligibility:**

The NAA-AIR is open to adult artists (18+ years of age) working in any medium who pass a background check and have flexibility during daytime work hours (8:00am–3:30pm) in the winter of 2025. Successful candidates need not be educators, but they will need to demonstrate an understanding of what is required when carrying out an art project with children in a school environment: planning & chunking processes, using multiple modes to communicate instructions, periodic checks for understanding, appropriateness of language and symbol use, patience, clarity, consideration for the ratio of talking to hands-on working, and time management (especially including time to clean up), etc.

*Forsyth School has a diverse student population including a range of religious, ethnic, cultural, racial, and gender identities. Lessons and materials should be appropriate for an elementary school and should receive approval from and be introduced in consultation with the art instructor.*

## To Apply:

- (Optional): Tour the campus and view the art room, facilities, and/or installation sites in person: contact [Michael Mitchell, Director of Facilities](#) via email only to schedule a campus tour.
- Divide your proposal into the following three sections, and clearly label each:
  - **Section One: Professional Profile** (two components):
    - i) Resume(s)
    - ii) References (two per artist if applying as a team)
  - **Section Two: Image Catalog**
    - i) Images of previous work (3-5 pieces), including title, year created, media, size/scale, and written explanation (if needed)
  - **Section Three: Proposal** (seven components, please label each):
    - i) Overview: Describe the overall project idea (250 or fewer words)
    - ii) Concept: Explain how it celebrates, represents, reflects, inspires in its viewers, or otherwise communicates themes of sustainability, accessibility & inclusivity, and/or the Forsyth School Honor Code (350 or fewer words)
    - iii) Student Participation: Describe the way(s) in which students will participate/collaborate (300 or fewer words)
    - iv) Preliminary Materials/Supplies List
    - v) Preliminary Budget: Outline your estimated expenses and fees; will consider requests beyond the maximum award with written rationale
    - vi) Timeline: Break down your project's components and their respective estimated lengths, understanding that project creation must fall within the regular school day and 2024/25 academic calendar. *A reception can happen immediately or in the spring of 2025. Reception planning is the responsibility of the school's Development Office—not the candidate.*
    - vii) Maintenance: Provide a preliminary recommended maintenance schedule and procedure, including a Vendor List for parts, supplies, materials, etc. + Exterior Installation Specs (if applicable)
- Submit application as three .pdfs (one for each section) via email to the Visual Arts Teacher, [Saaba Lutzeler](#), by Friday, November 1, 2024.
- Direct questions to [Saaba Lutzeler](#).

## Selection Criteria:

Proposals will be evaluated on the following criteria:

- Clarity of project idea, including how it will address one or more desired themes (sustainability, accessibility & inclusivity, and/or the Forsyth School Honor Code)
- An indication that the artist or artist team has the expertise to undertake the project as demonstrated through:
  - content knowledge
  - evidence of clear organizational and time management skills
  - experience working with kids
  - feedback from references
- Description of student involvement at each stage (the more students can be involved in the generative process, the better)
- Project feasibility
- Quality of the artist's past work as demonstrated in the submitted materials
- Completeness, organization, and presentation of application contents

## Selection Process:

Each member of a 6-person committee will review proposals against a rubric. After averaging the scores, conducting necessary discussions, and potentially acquiring clarifications from applicants, the committee will select the two highest-scoring applicants as finalists. Finalists will be interviewed either remotely or in person depending on individual circumstances. Interviews, together with feedback from references, will inform the final candidate selection.

**Ownership of Artwork:**

The artist (s) selected for this project are considered and herein referred to as “Consultants.” The project is referred to as the “Artwork.” The Artwork specifically prepared for Forsyth School shall be deemed works made for hire and become the sole property of Forsyth School. The Consultant agrees that the Artwork and all rights therein are the sole and exclusive property of Forsyth School in perpetuity, including without limitation all rights under or arising from U.S. copyright law. In the event the Artwork, or any portion thereof, does not qualify or is deemed not to be work made for hire, Consultant hereby irrevocably transfers and assigns to Forsyth School all of Consultant’s right, title, and interest in and to the Artwork, including without limitation, all of Consultant’s right, title and interest in the copyrights to the Artwork, including the unrestricted right to make modifications, adaptations and revisions to the Artwork and hereby waives any so-called “moral rights” with respect to the Artwork. Consultant grants to Forsyth School a royalty-free, perpetual, irrevocable, nonexclusive license to reproduce, modify, and publicly display the Artwork.

**Repairs & Restoration of Public Art (if applicable):**

Forsyth School shall have the sole right to determine if and when repairs and restorations to the Artwork will be made. Forsyth School shall have the right to retain the services of any person or entity to perform restoration or repair work. Forsyth School reserves the right to alter the Artwork and related site as necessitated by site and building development and planning. While it is Forsyth School’s intention to permanently retain and publicly display the Artwork, circumstances may arise that would make it necessary or prudent for Forsyth School to temporarily or permanently remove the Artwork from public display.

**Former Recipients:**

- 2010 Catherine Magel: *Confluence*, a four-paneled mosaic sculpture
- 2011 Ron Fondaw: *Teeterak*, a large adobe sculpture made with the material of the earth
- 2012 Cindy Tower: *Seeing Ourselves*, vibrant large self-portraits on Masonite boards
- 2013 Gina Alvarez: *Made by Hand*, an investigation of print and book
- 2014 Sarah Paulsen & Cameron Fuller: *My Inner Hero*, stop-action animation
- 2015 Carrie Becker: *It’s a Small World*, dioramas with hand-crafted elements
- 2016 Tom Reed: *Sunrise to Sunset*, mixed-media landscape panels
- 2017 Norleen Nosri: *CommuniTEA*, teapots, cups, and bases
- 2018 Kevin McCoy: *Our World, Our Eyes*, a reso book project
- 2019 Margaret Keller: *The Rainbow Colors of Life Project*, motif tile installation
- 2021 Jeremy Rabus: *Skyward Reflection*, canvas paintings
- 2022 Ellen DeFilippo: *Peace Project*, exterior labyrinth
- 2023 Mee Jey: *FUNtastic Nature*, a soft sculpture fabric installation