

Arts in Education
Teaching Artist Application Packet

GALAXY

Inspiring Brilliance through the Arts



Central Intermediate Unit 10
200 Shady Lane, Suite 120
Philipsburg PA 16866



This project was made possible through the AIE Partnership of the Pennsylvania Council on the Arts, a state agency, and the National Endowment for the Arts, a federal agency.

Introduction

What is the Galaxy Program?

Galaxy, established in 1976 as part of Central Intermediate Unit 10 (CIU 10), is the oldest program of its kind in Pennsylvania. It is one of several programs selected to work in a groundbreaking partnership with the Pennsylvania Council on the Arts to improve the quality of arts in education across the Commonwealth. While Galaxy is best known for its services to schools across Clearfield, Centre, Clinton, and Huntingdon counties, it also offers services to other community facilities and populations in the four-county region including universities, libraries, and pre-schools and senior groups.

What is Artist for a Day (AFAD)?

Artist for a Day is a great introduction to Galaxy services! Artists are hosted by schools for one day in one location, during which they provide up to three 1-hour, classroom-based lessons and/or performances. Artist lessons are educational and curriculum-based. They are intended to explore an art form while making strong connections with other academic subject areas and their related PA Academic Standards.

What is an Artist Residency?

The Artist Residency program places professional artists in school or community settings for an extended period of days. Teaching artists engage participants in a series of sequential workshops that provide opportunities for creative expression, skill development, and discovery.

Artist residencies in schools are tailored to address the curricular needs of an individual school and/or classroom. The artists and teachers work together to create, design, plan, and implement a residency that can be linked to a theme or area of study and is tied to the PA Academic Standards.

How are Residencies Funded?

Artists are eligible for Pennsylvania Council on the Arts (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 (CIU10 Galaxy) for residency support. The host organization then contracts with the artist and the AIE partner to conduct a residency as described in the host's residency request application. Artists may not apply directly for residency funding. The host organization can choose anywhere from 5-20+ days for their residency. PCA grant support will provide funds equivalent to 50% of the daily artist fees.

What is CIU10's Role?

As the regional AIE partner, CIU10 facilitates the process of selecting artists for inclusion in the CIU10 directory of approved, rostered artists; identifies, educates, and recruits school and community organizations to the partnership; facilitates school and agency selection of artists for residency and their application for funding support; supports artists through residency planning, implementation, and the evaluation process; conducts artist and teacher professional development opportunities; and advocates for the arts.

Who will CIU10 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 to be approved to work in each discipline.
- Preference is given to Pennsylvania residents; artists from other states may apply.

Criteria

- Artistic excellence as demonstrated by samples of your work.
- Good communication skills.
- Ability to develop sequential residency plans with education or community partners.
- Additional consideration will be given to artists who demonstrate the ability to work with special needs populations.

Artist Compensation

- Artists are paid a minimum of \$250 a day for school services and \$200 per day for community residencies. Ensemble and performance services are paid at a higher rate. Please review the honoraria rates outlined in the Consultant Agreement on page 7 for more details.
- One day equals at least three hours on on-site activities in a school setting and at least two hours of on-site activities in a community setting.
- Mileage will be compensated if the residency site is over 100 miles roundtrip from business address listed in application, starting with mile 101 each way, at the state mileage reimbursement rate. Expenses must be tracked with itemized receipts and reimbursement will follow CIU10 rates and rules.
- The host site is responsible for the cost of all materials used in the residencies.
- NOTE: Artists may negotiate higher fees with host sites.

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, & Planning

- Teaching artists will be observed in an educational setting prior to permanent* addition to the AIE Directory. These observations may occur during existing residencies, classes, or workshops. Galaxy artists will be invited to participate in professional development workshops that address the guidelines of the program.

**Artists are reviewed to be re-approved every five years.*

Pennsylvania Department of Education Requirements

- Background checks are required for all contractors and their employees who will have direct contact with children in the state of Pennsylvania. You must submit these clearances to CIU10/Galaxy prior to placement as a Galaxy Teaching Artist.

Artist Application Checklist

This application must be completed in full. Please print neatly if you do not have access to a computer. Please attach additional sheets if needed.

Use the following checklist to make sure you have submitted all required documentation.

- Application (page 5)
- Read the Consultant Agreement (pages 6 & 7)
- Sign and Date the Consultant Agreement (page 7)
- Professional Resume
- Clearances: Please refer to the documents on the website at <https://www.ciu10.org/programs/galaxy/become-a-galaxy-teaching-artist> for links, forms, and full clearance and policy requirements.
 - Act 34 - PA Criminal History Clearance
 - Act 151 - PA Child Abuse Clearance
 - Act 114 – FBI Fingerprinting
 - Act 168 - Sexual Misconduct Clearance
 - Act 126 – Mandated Reporter Training
 - Tuberculosis (TB) Testing with a Negative Result
 - Arrest / Conviction Report and Certification Form 6004
- Digital Headshot for Artist Directory
- Work samples (photos or videos) may be submitted for inclusion in the Artist Directory. Work samples should be chosen to demonstrate your artistic ability, not to show work produced by students.

Where to Submit

Please submit all application files to Karen Woods:

PAPER SUBMISSION: Central Intermediate Unit 10 Attn: Karen Woods 200 Shady Lane, Suite 120 Philipsburg, PA 16866	DIGITAL SUBMISSION: Karen Woods kwoods@ciu10.org (814) 342-0884 ext. 3037
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Questions/Assistance?

We understand that you may have questions along the way. Please feel free to call or email with any questions/concerns or for clarification.

Karen Woods

kwoods@ciu10.org

(814) 342-0884 ext. 3037

Artist Application

Applicant Name: _____

Contact Person (for companies/ensembles): _____

Business Address: _____
Street Address

City State Zip code

Phone: _____ (home/business) _____ (cell)

Email Address: _____

Website Address: _____

Years of Experience as a Professional Artist: _____

Years of Experience as a Teaching Artist: _____

I am applying as:

- an individual artist part of an ensemble or company

Check the ONE discipline that BEST describes your work:

- | | | | |
|--|--|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> dance | <input type="checkbox"/> crafts | <input type="checkbox"/> film & video | <input type="checkbox"/> theatre |
| <input type="checkbox"/> visual arts | <input type="checkbox"/> literature & storytelling | <input type="checkbox"/> music | <input type="checkbox"/> photography |
| <input type="checkbox"/> performing arts | <input type="checkbox"/> multidisciplinary arts | <input type="checkbox"/> digital arts | <input type="checkbox"/> architecture |
| <input type="checkbox"/> ceramics | <input type="checkbox"/> culinary arts | <input type="checkbox"/> poetry | <input type="checkbox"/> sculpting |
| <input type="checkbox"/> painting | <input type="checkbox"/> drawing | <input type="checkbox"/> writing | <input type="checkbox"/> design |

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

- Early Childhood Elementary Middle Secondary Adult Senior

Please identify the special populations you are comfortable working with:

- | | |
|---|--|
| <input type="checkbox"/> Probationary Programs | <input type="checkbox"/> Intellectually Disabled |
| <input type="checkbox"/> Physically Disabled | <input type="checkbox"/> Mental Health Facilities |
| <input type="checkbox"/> At-Risk Youth Facilities | <input type="checkbox"/> Other (please specify): _____ |

The following information will be used to develop a short biographical profile in our Artist Directory. Please be sure to include any information you would like to be included on the website.

Please describe your work as an artist/ensemble in the space below. Describe the media/formats in which you most commonly work, and your level of mastery, experience, and/or professional success in these areas. What are you most passionate about as an artist?

Consultant Agreement

General Stipulations:

- A. A consultant must be an organization or an individual who is an independent contractor with respect to the services provided through The Arts in Education Program of the CIU 10 (Galaxy). Such consultants are not employees of Galaxy or the CIU 10, and are therefore not entitled to the benefits or protection of CIU 10 employees. Payment of services provided herein shall be the sole monetary obligation of Galaxy/CIU 10. Responsibility for payment of all federal and state income taxes associated with this agreement, and any other charges imposed by law upon individuals or other legal entities, shall be the sole responsibility of the consultant.
- B. Payment for services will be made after services have been provided and after submission of the completed "Invoice" and/or summary form for the PA Council on the Arts (if applicable). If reimbursement for special expenses is a negotiated part of the contracted services, it will be paid within 60 days after complete documentation for incurred expenses is received by Galaxy. Original receipts must be obtained for such costs. Invoices must be submitted prior to the 4th of each month for payment at the end of the month.
- C. Unless noted otherwise, the consultant will provide all necessary supplies for performing the services specified.
- D. In the event of inclement weather, which prevents the performance of the contracted service(s), the consultant will work with school /community personnel to coordinate another date/time in a timely manner.
- E. For arts resources for schools (including Artist Residencies and Artist for a Day) the consultant must, as scheduling permits, provide services in any school within the CIU 10 region that requests him/her. This refers to any school in the CIU 10 region including school districts, charter schools, and non-public schools located in Centre, Clinton, and Clearfield counties.
- F. The consultant understands that he/she is not permitted to perform Galaxy-sponsored services at the schools previously enumerated without the expressed written consent of Galaxy.
- G. The consultant agrees to conduct Galaxy-CIU 10 - sponsored services in a professional manner at all times, recognizing that value of maintaining quality customer service relationships, which uphold both the consultant's and Galaxy/CIU 10's good reputation.
- H. Galaxy reserves the right to terminate its relationship with consultants that do not demonstrate compliance and/or act in accordance with stated requirements and all signed agreements, or for any reason Galaxy deems necessary.

Galaxy/CIU 10 - Sponsored Services:

The following are services for which the consultant can agree to enter into a contract with Galaxy/CIU 10. (NOTE: At minimum, the consultant must agree to the terms of BOTH Artist Residencies and Artist for a Day, which include promotion of consultant services on the website.)

1. Artist Residencies (Schools, Organizations, and Senior Centers)
2. Artist for a Day Performances and Workshops

NOTES:

- A. The consultant must agree to the terms of BOTH Artist Residencies and Artist for a Day.
- B. The consultant may or may not choose to participate in other Galaxy/CIU 10 - sponsored services
- C. While Galaxy/CIU 10 will promote consultant services on its website and by other means, the consultant understands that there is no guarantee that he/she will be contacted to provide said services within the contracted year.
- D. The consultant understands that he/she will be responsible for timely communications between themselves and host sites (schools and other) and with Galaxy staff and agrees to follow communications procedures as provided and outlined by Galaxy.
- E. The consultant is responsible for gaining a complete understanding of the Galaxy/CIU 10 - sponsored services, which he/she is agreeing to provide, as well as the related procedures, it is understood that this document is a general agreement, which confirms a consultant's desire to work with Galaxy/CIU 10. Details (dates, etc.), specific to certain services, will be communicated and confirmed electronically.

Artist Services:

1. Artist Residencies (Plan, organize and execute multiple-day artist residencies in cooperation with host site coordinators.)

Honoraria:

\$250 per residency day (school)

\$200 per residency (senior center / community)

Note: If the residency is cancelled through no fault of the artist, the artist will receive

1) \$100 if the residency is cancelled prior to the first day of the residency
OR

2) 100% of their daily rate (\$200 for each day the artist worked on-site) if the residency is cancelled after it has begun.

Mileage will be compensated if the residency site is over 50 miles from business address listed above, starting with mile 51, at the state mileage reimbursement rate.

Special Terms/Notations: Consultant agrees to conduct an on-site planning meeting prior to the scheduled residency.

2. Artist for a Day (AFAD) (Prepare and present lessons and/or performances in school settings.)

Honoraria:

A. Rate \$250/day = 1 artist (up to 3, 1-hour lessons OR up to 2, 1.5 hour lessons w/ no performance)

B. Rate \$250*/day = 1 artist in 1 performance only

C. Rate \$300/day = 1 artist in performance plus up to 2, 1-hour lessons

D. Rate \$350*/day = Duo/Ensemble in 1 performance only

E. Rate \$450*/day = Duo/Ensemble in performance plus up to 2, 1-hour lessons

During the school day, offerings can include:

- o Up to 3, 1-hour lessons
- o OR up to 2, 1.5 hour lessons (formerly known as "visits" and "workshops")
- o OR combination performance and up to 2, 1-hour lessons
- o OR 2 performances (*price doubles)

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 Arts 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 Central Intermediate Unit.
- I have read and agree to the terms and conditions outlined above for this application and will abide by the requirements of the Arts in Education CIU10 partnership has for its AIE Artist Directory.
- I understand that I will be required to get all necessary clearances every 3-5 years.

Printed Name

Signature

Date

For Galaxy Use Only:	
Received by:	Date: