

Teaching Artist Roster Application Guidelines



A Division of the Iowa Department of Cultural Affairs

The Teaching Artists (TA) Roster is compiled by the Iowa Arts Council to help schools and communities identify artists who can conduct arts in education residencies. TA Roster artists have been juried by a panel of professional artists and teachers and approved by the IAC for their excellent artistic and instructional capabilities.

A particular advantage to being on the TA Roster is that these artists must be used by applicants to certain Iowa Arts Council Grant programs.

- **Artists in Schools and Communities** is an Iowa Arts Council grant program that supports instructional residencies by qualified artists. Schools and community groups that apply for AISC grants are required to use artists from the Teaching Artists Roster. If you want to apply to conduct AISC residencies, be sure you are familiar with the 5-day Artists in Schools and Communities Residency Model, and would be available to conduct one or more of these at some point during the year. Also make sure to indicate this by selecting 5 day/AISC in the "Availability" section of the application.
- TA Roster artists must also be used by applicants for the [Iowa Arts Council's EZ 1-2-3 Arts in Education](#) grants. These smaller grants do not require use of the full residency model, but are designed to support in-classroom learning experiences for students.

Being represented in the Teaching Artists Roster does not guarantee residencies or other school visits. Schools and community groups make their own selections from the Roster. Artists on the Roster should plan to market their services to schools and organizations.

Roster Application Deadline

The application deadline is April 1, 2009 at 4:30 p.m. This is **not** a postmark deadline. Applications may be submitted either electronically or via U.S. mail (see below).

Eligibility

Applicants must:

- be at least 18 years of age and not a student
- have an active e-mail address
- be professionally active in the designated arts discipline(s)

You are **not** eligible to apply or remain on the Teaching Artists Roster if you:

- have a late Final Report for a previously funded IAC grant
- are unable to meet conditions specified in the Artist/IAC Teaching Artists Roster Agreement

Iowa Artist Directory

When you submit your application to the Teaching Artists Roster, you will automatically be registered in the Iowa Artist Directory (this is a requirement). If your application to the roster is not successful, your registration will still remain in the Directory.

Application Review Criteria

Panelists evaluate and score applications to the Teaching Artists Roster based on the following criteria:

- Artistic Qualifications
- Instructional Qualifications
- Innovation and Excellence of proposed AISC Residencies

Review, Approval and Notification Process

Application process:

- Submit all required application materials including the application, resume, sample residency plan, letters of support, and additional support materials, by 4:30 p.m on the deadline. Incomplete applications may be declared ineligible. Successfully complete an audition/interview as described below.

An advisory panel of arts professionals, educators, artists and knowledgeable laypersons in the arts will audition/interview applicants in Des Moines, Iowa.

- You must travel to Des Moines at your own expense for the audition/interview. Auditions will be held on Tuesday, May 12th, 2009 at the State Historical Building. You will be notified of your specific time after your application has been submitted.
- Your application will not be reviewed if you are unable to attend the audition/interview. This is the primary opportunity for panelists to review your artistic and instructional skills.
- The audition/interview lasts 20-30 minutes, and includes time for you to present your art form and a sample of your work in an instructional setting, and time for the panel to ask questions.

Panel recommendations are forwarded to the executive director of the IAC for final approval. You will be notified of your status on or about June 1.

Residency Disciplines

The National Endowment for the Arts identifies the following categories of arts disciplines. You may apply to conduct residencies in any one or more of these. For each discipline in which you want to conduct residencies, you will need to provide information and support materials that show your qualifications, both artistically and as an instructor.

Discipline areas include:

- Crafts
- Dance
- Design Arts
- Folk and Traditional Arts
- Interdisciplinary & Performance Art
- Literature
- Media Arts
- Multidisciplinary
- Music
- Music Theatre
- Opera
- Photography
- Theatre
- Visual Arts

What to Submit and How to Submit It

Required Materials:

- [Application Form](#)
- **Sample Residency/Lesson Plan**
If you selected more than one “Residency Discipline” in the application – you must submit a plan for each
- **Resume**
Be sure your resume identifies and relates to your artistic and instructional experience
- **Letters of Support**
Letters of support should come from three individuals who know your artistic qualifications, instructional abilities and experience. Please ask your references to detail your artistic and instructional experience.

Your three support letter writers should use the IAC [Support Letter Form](#). These can be completed online and submitted electronically to the Iowa Arts Council.

Your application may not be reviewed if the IAC has not received three support letters by the deadline, or if your support letters do not directly comment on your qualifications to conduct AISC Residencies.

Supporting materials:

These materials are not required for eligibility, but will enhance your application and give reviewers more insight to your abilities.

All support materials must also be received in the IAC office by 4:30 p.m. on April 1 – this is NOT a postmark deadline

Submit only ONE copy of all support materials and work samples. Examples include but are not limited to:

- Bios
- Visual artwork (slides, CDs, DVDs, **not** original artwork)
- Reviews, photocopies of artist/student work samples, a section of a book or program brochure, etc. (must be on 8.5" x 11" sheets of paper)
- Sample of promotional packet you send to potential sponsors

Label all support materials with your name. Support materials will not be returned.

Tips on support material:

- Submit only the *highest quality* support materials that best represent your work. The quality and appropriateness of your support materials are critical factors in the review process. It is better to have a few very good work samples than a whole lot of confusing or low-quality ones.
- Include a balanced presentation of your current artistic work AND examples of activities resulting from your work with students in an instructional environment. For example, a craft artist could provide examples of work created by students along with examples of his/her current work.
- Panels have limited time to review applications and support materials. Consider the relevance of each piece of support material as it relates to teaching artist residencies. If it's not really relevant, don't include it.

Submission

Submit application materials electronically or by U.S. mail. Materials **MUST** be received by 4:30 p.m. on the application date.

Electronic submission:

- Attach your application to an email with the subject line, "**Teaching Artists Roster Application**".
- Attach all other documents (resume, sample residency plan, support materials, etc) to this email as well.

U.S. mail submission:

- Send one package containing all materials to:

Teaching Artist Roster Application
Iowa Arts Council
600 E. Locust
Des Moines, IA 50319-0290

**If you choose, you may submit portions of your application information electronically, and others via U.S. mail. You will need to indicate this in your email and be sure that the portion you mail reaches our office by the application deadline.*

If you are selected for the Teaching Artists Roster

If your application is successful, you will be added to the Teaching Artists Roster for the coming year. You will be added to the IAC's EdArtists listserve, and will be offered opportunities for additional orientation and professional development in the course of each year.

Each year after you are added to the roster, you will be asked to provide:

- Updated contact information
- Confirmation of continued interest to be listed on the Teaching Artists Roster
- Reaffirmation of the standards set forth in the Teaching Artists Roster Agreement
- Information about residency and teaching activity conducted during the past year.

Go to [Teaching Artists Roster Application](#)