



# AIR 2012 TOOLKIT

Artist in Residence Program

RELEASED: 19 AUGUST 2011  
CLOSING DATE: 23 SEPTEMBER 2011  
NOTIFICATION: NOVEMBER 2011



Australian Government



Tasmania  
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## Need Assistance?

Applications and all enquiries should be directed to:

### Wendy Morrow

Professional Development Officer

arts@work

146 Elizabeth St, Hobart 7000

T. 03 6237 6320

[Wendy.Morrow@artsatwork.com.au](mailto:Wendy.Morrow@artsatwork.com.au)

# AIR Guidelines

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## Background

In May 2008, the Australian Government announced that \$5.2 million over four years would be made available for artists to work in partnership with teachers in bringing the benefits of creative practice to Australian students in schools and universities.

In 2012 arts@work, in collaboration with the Australia Council for the Arts, is offering its third Artist in Residence (AIR) program. This is open to professional artists or small teams to undertake residencies in selected schools around the state.

The Tasmanian AIR program is an extended residency providing professional artists with an opportunity to learn and share their knowledge while developing their professional practice.

Artists from visual arts, design and craft, performing arts, literature, interactive media and music will be considered.

## About AIR

Selected participants for **AIR 2012** will be determined through an application process, administered by arts@work in collaboration with the Australia Council for the Arts. Successful artists will be expected to consult closely with the arts@work Professional Development Officer to further develop and finalise a detailed program in consultation with arts@work and the school.

### The AIR program offers:

- a 28 day residency
- the opportunity for artists to work with their practice within an education setting
- opportunities for artists or groups of artists to acquire new skills and experiences
- access to an artistic mentor
- learning exchange hubs for teachers, other artists and arts organisations in a region.

### Scope of Residency

The AIR program will be offered in four High Schools and one District School around the state in first term 2012 (Feb – May). It is anticipated that residencies will be located in the South, North, North West and St Helens District School.

Successful artists undertake a program of professional development that supports their residency, including a schools induction, supervision and support from appointed school staff, access to other artists working in similar settings and an artistic mentorship to support their development in tandem with their residency program.

Each residency program includes a half day learning hub for professional exchanges between teachers and artists to share ideas and develop relationships for future projects. The exchange hubs provide a network for discussion of arts activities and the development of on-going arts education resources. The exchange hubs also involve regional arts organisations and companies as appropriate.

As part of the AIR program artists are expected to participate and contribute to the exchange hub in their region.

### How is this different to an Artist in Schools program?

Artists are based in one school or location within a region. arts@work manages the selection process and residency partnership with the schools.

The AIR residencies provide pathways for artists to connect their practice to young people and for artists to inspire, re-connect or introduce teachers to new ideas and approaches. It offers students, staff and the school community exposure to professional artists and their work and the chance to learn specialised skills through both watching and working with the artists.

Artists are expected to develop a proposal of how they intend to work within the education setting and how they envisage interacting with the school community. This could include open studio practice, collaborative projects, workshops, conversations or presentations. The artist should indicate how they will communicate with the students and staff about their practice and work collaboratively to offer students and staff authentic arts learning experiences.

The artist can also select an appropriate artistic mentor who will be paid to assist them in the development of their practice up to a total of **14 hours**. If artists do identify a mentor they wish to work with, they will need to have discussed the details of their application, the times and location they will work and have confirmed interest in writing from the mentor included in their application.

If you require assistance in selecting a suitable mentor please contact the arts@work Professional Development Officer.

### **Who can apply?**

arts@work invites applications from suitably experienced and qualified artists who are resident in Tasmania and have a minimum of three (3) years experience in their art form. The artists may work in any art form or combination of art forms e.g. creative writing/literature, dance, design, drama, music, craft, new media, music and visual arts. Artists may submit solo or collaborative expressions of interest.

This residency is directed toward artists who wish to extend their practice within an education context, are willing to engage with an artistic mentor and exchange and contribute to the professional artists/teacher exchange hubs.

### **Contract terms and artists fees**

Artists will be expected to sign a standard Deed document with arts@work that sets out the full terms and conditions of the funding.

A total fee of \$7,000 excluding GST will be paid to each artist with a total of 6 artists able to be

funded across the 5 residencies. Fees are intended to cover all artists' costs associated with their practice. No additional fees will be provided for travel, accommodation or living expenses. If artists choose to work outside their own region they will be expected to cover these costs, apart from the East coast residency which has additional support.

If the successful artist lives outside of the St. Helens' region this residency will attract an additional allocation to cover the artist's accommodation and living expenses.

Each residency has an allocation of up to \$250 for materials. Artists will be required to provide receipts for reimbursement for all materials and supplies associated with the residency.

The contracted time for the AIR program is for 28 days. The timeframe for the residency will be negotiated between the artist, school and arts@work but will be for a total of 25 days within the school environment. Depending upon the artist and the school's arrangements the residency could range from an intensive period of 5 weeks through to working for 2.5 days a week for 10 weeks. Included in the 28 day residency is:

- a full day induction in Hobart
- 1 half day artist/teacher exchange hub
- a half day planning with the school co-ordinator and arts@work
- one to one time with the artist's funded mentor
- a half closing day in Hobart.

At the conclusion of the project artists and schools will be required to provide a project report and feedback on the program.

Permission will be sought from artists and schools for any AIR project documentation to be made available for use on the ArtsTasmania/arts@work website or in related media promoting and publicising the program.

# How to Apply

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## Submitting an Application

### Artists must submit:

- A completed **application form** including a description of the proposal; a profile of the artist/s and mentor; and a project timeline. This should be no longer than four A 4 pages in total.
- Current CV (maximum two A 4 pages per artist) with artist's contact details, including mail, email, phone, mobile.
- Artists wishing to collaborate should provide individual CV's and support material together with one application form.
- Support material (see below). **Do not send originals as support material will not be returned.**

**Applicants will be sent an electronic acknowledgement within 7 (working) days of receipt of the application.**

### Support material:

The artistic material you include should be recent and relevant. It should clearly support the application. Specific requirements vary from one art form to another. Use the following examples as a guide:

#### Music

A maximum of three tracks on one CD per applicant. Composition applicants should provide two copies of an audio recording of their compositions and are encouraged to include scores.

#### Literature

Applications from writers could include a sample chapter from a book (approx 10 pages) along with a synopsis or copies of creative writing.

#### Performing Arts (other than Music)

Two copies of a good quality DVD that is up to 5 minutes in length. All material must be clearly labelled, describing the performances and each performer – especially in the case where more than one performance is included.

#### Interactive Media

Two copies of a CD-ROM suitable for playing on both Windows and Macintosh operating systems.

#### Visual Arts/Craft/Design

No more than 10 good quality digital images that provide a good representation of the work. Files should be in a JPEG format with a resolution of 72 dots per inch (standard monitor resolution). Maximum width is 900 pixels and maximum height is 600 pixels (e.g. 800 X 600 is acceptable). Only one copy of each image is required. Please provide the images as separate files, not in a display presentation. Images providing an installation view may help the Panel to get a sense of the work.

## The Assessment Process

Applications will be assessed against the stated selection criteria by a panel of representatives from arts@work, the Australia Council for the Arts and external individuals from the arts industry.

The successful applicants will be notified by early November, 2011.

### Eligibility:

Artists must be resident in Tasmania and have a minimum of three (3) years experience in their art form.

### Selection Criteria:

Applications will be assessed against the following criteria:

- 1 How the residency will benefit the artist's development
- 2 Suitability of artist's artform, techniques and approach to the residency and quality of the artist's work
- 3 Evidence the proposal:
  - a) offers depth rather than breadth,
  - b) is innovative and exciting, and
  - c) provides opportunities not normally available to students.

The panel will also consider geographic spread and equity across the State.

The panel may wish to interview a shortlist of selected applicants. Applicants will be given sufficient notice of such a request.

### Considerations

People working in schools are required to satisfy a Tasmanian Department of Education Good Character check before taking up the appointment. The following checks are to be conducted:

- conviction checks for crimes of violence
- sex related offences
- serious drug offences.

Successful applicants will be provided with the relevant form and must submit this directly to the Education Department. The cost for this clearance will be covered by the Department of Education. By signing the Good Character check form you give permission for information to be released to the Department of Education and Arts Tasmania from the Police (Record of Conviction).

These checks may also be conducted on a national or international basis if deemed appropriate.

Artists should consider that any artworks produced during the residency must comply with Australian Standards relating to safe design. Standards relating to head entrapment, ease of climbing and glazing may be relevant.

Artists will need to be conscious that they are working with young people in an education setting and conduct themselves in an appropriate manner at all times with regard to language, dress and behaviour.

Successful artists will need to carry Public Liability Insurance Cover for a minimum of \$10 million. Evidence of insurance cover will need to be provided with the signed funding Deed.

## Information for Applicants

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### AIR induction and closing

As part of the residency the successful artists will be required to attend a one day professional development workshop held in Hobart in early February 2012. Notification of this workshop will be sent in writing to the successful applicants.

Artists also attend a closing day at the conclusion of the 2012 residency program.

Travel and accommodation costs will be covered by arts@work for artists travelling from the North, East or North West for the induction and closing day sessions.

In addition, successful schools' representatives and artists are required to attend a planning session specific to each residency with the arts@work Professional Development Officer prior to commencing the residency in 2012.

### Key Dates and Deadlines

<b>Closing Date For Applications</b>	23 September, 2011
<b>Notification</b>	November, 2011
<b>Planning Session</b>	Early December, 2011 (Day TBC)
<b>Induction</b>	8 February, 2012
<b>For activity starting/ending</b>	Start: 20 February, 2011 End: 1 June, 2011
<b>Closing day</b>	15 June, 2012

# Application Form: AIR 2012

## Applications close 23 September 2011

You can submit your application in one of the following ways:

**BY EMAIL** – Wendy.Morrow@artsatwork.com.au

**BY POST** - Att: Wendy Morrow, arts@work, 146 Elizabeth Street, Hobart, TAS 7000

**IN PERSON** - 146 Elizabeth St, Hobart

### 1 Applicant's Details

Contact Person:

Street address:

City / suburb:

Postcode:

Postal address:

City / suburb:

Postcode:

Phone:

Email:

Website:

### 2 ABN & GST

ABN:

I do not have an ABN.\*

I have applied for an ABN and I am waiting for an allocation.

I am registered with the Australian Tax Office for the GST.

*\*If you do not have an ABN we require a Statement by a Supplier, available from [www.ato.gov.au](http://www.ato.gov.au).*

### 3 Name of Artists

### 4 Preferred Region (number as preference 1, 2, 3 or 4)

South

North

North West

St. Helens, East Coast

### Referees

#### Referee 1

Name:

Address:

Postcode:

Telephone:

Email:

#### Referee 2

Name:

Address:

Postcode:

Telephone:

Email:

## 12 Consent

If successful, I give Arts Tasmania permission to profile me and/or my project for promotional purposes.

I give permission for Arts Tasmania to give out my contact details.

I wish to register for the arts@work fortnightly e-bulletin.

### Right to Information

The provisions of the Right to Information Act 2010, as amended, apply to documents in the possession of Arts Tasmania and its business unit arts@work. Under some circumstances documents held by Arts Tasmania and arts@work may be released subject to the deletion of exempt material in response to a request made in accordance with the Act. Information on exempt material is available by phoning the FOI officer on 6233 5512.

### Personal Information Protection (PIP)

Personal information collected in applications to Arts Tasmania and arts@work will be used for the purpose of managing, assessing, advising upon and determining the relevant application. Failure to provide this information may result in the application not being considered. Your personal information will be used for the primary purpose for which it is collected, and may be disclosed to government and other authorised agencies for the purposes stated above. All personal information will be managed in accordance with the Personal Information Protection Act 2004 and accessed by the individual to whom it relates on request to Arts Tasmania or arts@work. You may be charged a fee for this.

## 14 Certification

Your signature on this application means you have read, understood and accepted the use of your information as outlined above. Your signature confirms that this is the formal and final submission of your application for assessment by the Panel.

**I, the undersigned, certify that:**

- 1 I have read the AIR Guidelines**
- 2 The statements in this application are true to the best of my knowledge and the supporting material, where applicable, is my work.**
- 3 I agree to accept the decision of the Panel assessing this application.**
- 4 I have read and understood the section on Right to Information and accept the terms.**

Signed:

Dated:

## The Project

Please attach a description of your Artist in Residence proposal, no longer than two A4 pages detailing:

- what you intend to do,
- how you would engage with the school community,
- the timeline,
- what skills/knowledge you and the school will acquire during/as a result of the residency, and
- how you will work with the students and staff.

Applicants should clearly describe:

- how their project would extend the curricular experience already available to students, in particular if there is an innovative process that students would not usually be exposed to,
- the way your project would engage students on a practical level,
- and the suitability of the proposed project to the age of the students.

## The Artist/s

Please attach a description of the following, no longer than two A4 pages detailing:

- a brief outline of your current arts practice and any relevant experience working with young people or communities. You can provide further information in your support material
- why you want to undertake the program, and how it will extend your practice
- how a mentor partnership would assist you (if you have a mentor you wish to work with, please specify).

Please detail any specific facilities or equipment requirements that will be necessary for your project.

## Support Material

### Important:

- Please include your artist/s CV or Resume (no more than 2 A4 pages).
- Guidelines for the provision of support material are available on page 3 of the AIR guidelines.
- While all due care will be taken, arts@work takes no responsibility for damage or loss that may occur to support material. Do not send original material.

	Type	Description
	For example: CD ROM, resume, brochure, book, letter.	Include details that will provide the assessment panel with some context for the materials they will be viewing. This could be as simple as an image or track listing or perhaps, artwork specifications or a <u>brief</u> description such as, <i>"This is an example of my experimentation and the new direction I wish to develop through this application."</i>
Attachment 1		
Attachment 2		
Attachment 3		
Attachment 4		
Attachment 5		

Insert new rows above as required.