



VSA arts of Minnesota Arts Ambassador Program

Roster Application Instructions

School Year 2009 - 2010
(September 1, 2009 – August 31, 2010)

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* To complete Application Forms online or to download alternative formats, [click here](http://www.vsaartsmn.org/forms.html)
(<http://www.vsaartsmn.org/forms.html>).

Arts Ambassador Program

The Arts Ambassador Program is designed to bring professional artists with disabilities into classrooms to engage people of all ages and abilities in a presentation that discusses the Ambassador's art form, disability and work as a professional artist. Through this program, students and staff are able to gain experience, knowledge and understanding about:

- various art forms including visual arts, music, theater and dance/movement,
- the disability culture,
- the importance of and need for inclusion of people with disabilities in the arts,
- the similarities that connect the human spirit of us all.

Arts Ambassadors presentations will offer new options to students who have had limited exposure to particular art forms. Participants will be reminded of the capabilities of people with disabilities. The length of each presentation will be generally between 45-60 minutes which will include:

- The Ambassador speaking about or demonstrating their particular art form with time allowed for student questions and/or participation.
- A representative from VSA arts of Minnesota will share information about artists with disabilities and will draw on materials available through organizational resources.

Students served by VSA arts of Minnesota Arts in Education programming include students with developmental cognitive disabilities, learning disabilities, sensory disabilities, emotional disabilities, and physical disabilities. Each student attending the presentation will complete a brief post-survey to assess their awareness of disability in general, of the activity of people with disabilities in the arts and of their feelings about people with disabilities. In addition to the student surveys, teachers will be asked to complete a questionnaire following the presentation.

Presentations are scheduled according to requests by schools/educational settings as well as Ambassador availability. Requests vary in artistic disciplines, dependent upon the needs of the students. VSA arts of Minnesota's Arts in Education Coordinator (AEC) will work with a designated staff to determine what (if any) presentation accommodations will need to be made based on age, disability and/or classroom setting. Ambassadors design the presentation along with administrative support from AEC. To find out more about schools/educational settings eligibility for this program, [click here](http://www.vsaartsmn.org/new.html) (<http://www.vsaartsmn.org/new.html>).

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Arts Ambassador Roster

The Arts Ambassador Roster recognizes professional artists with disabilities as active, producing members of the Minnesota arts community. Each applicant is asked to state the nature of his/her disability. VSA arts of Minnesota defines disability according to the Americans with Disabilities Act and Individuals with Disabilities Education Improvement Act.

The Arts Ambassadors Roster will be assembled in a print format and sent to Minnesota schools/educational settings in order to promote the program. This roster is also listed online making it more efficient, accurate, and addresses the needs of educational settings utilizing presenters in their programming. To view this roster, [click here](http://www.vsaartsmn.org/new.html) (<http://www.vsaartsmn.org/new.html>).

- The primary purpose of this roster is to identify and promote **high quality professional artists with disabilities**. The roster is intended as a resource for schools/educational settings as well as any community groups seeking artists to present to special needs population and their peers. While VSA arts of Minnesota will promote the roster, there is no guarantee of work associated with this resource listing.
- The roster has a secondary purpose to **increase participants' awareness of the importance of and need for inclusion of people with disabilities in the arts**.

Eligibility and Commitment

The Arts Ambassador Roster is for individual artists. There is no specific eligibility requirement in terms of numbers of years of experience. However, applicants should understand that this roster is designed to promote individuals with a disability who demonstrate past experience and success as a presenter for K-12 public school settings. At the time an application is submitted, applicants must be 18 years of age or older and a resident of Minnesota.

Annual Update

Accepted Ambassadors will remain on the roster indefinitely, contingent on the submission of an annual update. The update will consist of a current resume and evidence of pursuing career advancement. The purpose of the update process is to verify that rostered Ambassadors are remaining active in the field.

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Application Materials

Applications will be accepted on an on-going basis in the disciplines of Dance, Literary Arts, Music, Theatre, and Visual Arts. Artists may apply in more than one discipline. There is no minimum or maximum number of artists selected for a particular discipline or for the roster overall, it is at the discretion of VSA arts of Minnesota.

There are FOUR components of the application form; these pages are designed as fill-in forms, to be completed on a computer, and may not be reformatted. In addition, there are THREE supporting components to be enclosed. When all elements of your application are complete, be sure to submit a signed cover page either by mail, fax or hand-delivered. To complete these forms online or to download alternative formats, [click here](http://www.vsaartsmn.org/forms.html) (<http://www.vsaartsmn.org/forms.html>).

Application Forms

- **Cover Pages.** Contact information and other basic details.
- **Area of Experience.** A chart to provide an overview of your experience and expertise.
- **References.** References should include at least one K-12 educator, a staff member at a cultural organization or others who can attest to your work.
- **Narrative Questions.** These questions present an opportunity to express your personal approach and your expertise.

Supporting Components

- **Sample Presentation.** Your presentation outline should be no more than 2 pages long, and should include the following elements:
 - title;
 - learning goals/outcomes;
 - activities/instructional strategies;
 - include lists of vocabulary/skills/concepts to be addressed, and other related educational elements as appropriate;
 - how will you address disability education and awareness;
 - make clear what you want students to know and be able to do by the end of the presentation, as well as how you will assess these learning goals; and
 - logistical details and requirements, i.e. grade level(s), time frame, materials, space, etc;
- **Resume(s).** Resume should address your training and experience as both an individual artist and a presenter. You may submit two separate resumes or one resume that addresses both areas. Resume(s) should be 1-2 pages in length.
- **Work Sample(s).** A work sample that demonstrates your abilities and achievements as an individual artist. Optional: An additional work sample to demonstrate your work as a presenter in a K-12 classroom.
 - Work samples will be accepted in the following formats:
 - DVDs – 3-5 minute segment, note selected track(s)
 - If you have a video work sample that is available online on a website, you may submit a piece of paper labeled with the work sample description and the web link.
 - Audio CDs – 3-5 minute segment, note selected track(s)
 - Digital images on CDs/DVDs – up to 10 images
 - Digital copies of literary work – up to 10 pages

Work Sample Notes:

- Performing artists are strongly encouraged to submit video rather than still photos.
- Do not submit original manuscripts or artwork.
- Work samples should ideally show current/recent work.
- All work samples should be clearly labeled with the name of the artist, the title of the work, the date of recording/date of work, and, if applicable, the specific role of the artist within the piece.

- In addition to labeling the work sample itself, there is a box for a short Work Sample Description on the Application Form following the References page. In that box, please provide the title and date of the work, and one or two sentences to provide additional description, i.e., materials used, or context or purpose of the work, etc. If the work sample demonstrates a collaborative effort, please be very clear about your personal contributions to the work. These notes about appropriate work samples are guidelines – ultimately, the point is to demonstrate a high level of artistry and quality.

- Work samples are returned after final action only if a self-addressed, postage-paid mailer is included with your application materials. The return postage and size of return mailer must be correct or the work sample cannot be returned.

- **Supplemental Material (optional).** You may submit one or two additional documents, with a combined total of no more than 2 pages, to support your application. Examples include:
 - Letter of recommendation from a K-12 teacher or an education director at an arts organization
 - Newspaper or other media review of your work (as an artist)
 - Documentation of student work (a program from an event; written assessments; etc.)

Formatting and Preparation

Submitted materials (non digital format) are preferred to be typed on 8½” x 11” white paper, standard, easy-to-read font (Arial, such as this), 12pt. or larger and a 1” margin. Please include your name and date at the top of each page, and do not exceed the number of pages allowed for each section.

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Evaluation Process

VSA arts of Minnesota will determine eligibility of applications received, based on the criteria listed below. In some cases, the applicant and/or the applicant’s references may be contacted for additional information or follow-up questions.

Evaluation Criteria

Evaluation of roster applications will include the following criteria:

- Artistic Excellence & Experience
 - Level of quality/mastery in one or more artistic disciplines (e.g. skill, technique, innovation, purpose), as shown in written responses and in work sample;
 - Experience as an individual artist;
 - Artistic training, both completed and ongoing.
- Presentation Excellence & Experience
 - Experience and skills working as a presenter for students in K-12 public schools;
 - Experience and skills working as a presenter for children, youth or adults with disabilities;
 - Ability to develop a complete and comprehensive presentation;
- Communication & Organizational Skills
 - Clear and informative narrative responses;
 - Ability to communicate effectively with both students and teachers;
 - Overall quality and completeness of application.
- Additional Application Criteria
 - Credible and appropriate references;
 - Unique skills, abilities, or qualities not addressed above.

Notification

We recommend that you allow sufficient time to review the contents of your application. All applicants will receive notification as to the status of their within one week following the interview. All applications must include all the required information and materials to be accepted for review by VSA arts of Minnesota.

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Assistance

The AEC is available to answer questions about these guidelines and provide assistance regarding the application process: contact Jenea Rewertz-Targui directly at (612) 332-3888 ext. 3, (800) 801-3883 ext. 3 or email: jenea@vsaartsmn.org. If you have extensive questions, or would like to have a draft of your application reviewed prior to submitting it, please plan to schedule an appointment.

Checklist

One set of the following application materials, assembled in the following order:

- Application Forms: Cover Pages (signed), Experience/Expertise Chart, References, and Narrative Responses (4 pages max.)
- Presentation Outline (2 pages max.)
- Resume(s) (1 or 2 resumes, each resume 2 pages max.)
- Supplemental material (optional; 2 pages max.)

ONE set of the following application materials:

- Work Sample(s) (optional: include postage-paid, self-addressed mailer for work sample returns)

Deadline & Delivery Instructions

There is no deadline; completed **Arts Ambassador Roster Application Forms** are processed on-going. Applications forms are accepted online, email, mail or fax, with the exception the cover page (signed) mailed, faxed or hand-delivered. A digital copy of the application sent as an email attachment is preferred but not mandatory.

- Email applications to: jenea@vsaartsmn.org
- Mail applications to:
Attention: Jenea Rewertz-Targui, Arts in Education Coordinator
VSA arts of Minnesota
Hennepin Center for the Arts
528 Hennepin Ave #305
Minneapolis, MN 55403
- Fax applications to: (612) 305-0132
- Applications may also be hand-delivered to the VSA arts of Minnesota office at the address above during normal business hours 8:00AM – 5:00PM, Monday – Friday, please call (612) 332-3888 or (800) 801-3883 in advance.

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VSA arts of Minnesota provides equal employment opportunity to all applicants and employees without regard to race, color, gender, marital status, age, national origin, veteran status, sexual orientation, disability, status with regard to public assistance, political affiliation, membership or activity in a local commission, creed, religion or testing positive to any communicable disease that medical evidence indicates poses no health or safety threat to others and that does not interfere with fulfilling job duties.

VSA arts of Minnesota works to create a community where people with disabilities can learn through, participate in and access the arts.