



VSA arts of Minnesota Artists-in-Residence Grant Program

Teaching Artist 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>).

Artists-in-Residence Grant Program

VSA arts of Minnesota believes that all Minnesota students should have access to high quality arts learning experiences as part of a complete, basic education. The goal of the Artists-in-Residence (AIR) Grant Program is to enhance creative expression and personal development through arts experiences for students with disabilities and their peers who otherwise would have limited access to these opportunities. These grant awards act as a catalyst for partnerships between educational settings throughout the state and VSA arts of Minnesota Teaching Artists to work together to support, strengthen, and expand arts education for all Minnesota students.

Residency projects are scheduled according to available funding, location of requests and teaching artist availability. Projects vary in artistic disciplines and duration, dependent upon the needs of the students. While it is not a requirement, recipients of these grants are encouraged utilize the VSA arts of Minnesota's Teaching Artist Roster. Residency sponsors and teaching artists work together to design the residency project, along with administrative support from VSA arts of Minnesota's Arts in Education Coordinator (AEC). Teaching artists who work with VSA arts of Minnesota are professional artists with expertise in one or more arts disciplines and have skills in working with children, youth, and teachers in educational settings. In addition, these artists are familiar with various disabilities and effective methods for adapting techniques and differentiating instruction to reach all learners. To find out more about schools or educational settings eligibility for this program, [click here](http://www.vsaartsmn.org/new.html) (<http://www.vsaartsmn.org/new.html>).

Teaching Artist Roster

VSA arts of Minnesota's Teaching Artist Roster is a community of teaching artists working to create engaging lessons and environments that meet the diverse learning needs of all students. It will be online making it more efficient, accurate, and addresses the needs of educational settings utilizing teaching artists in their programming.

- The primary purpose is to identify and promote **high quality teaching artists who have particular expertise working with students with disabilities**. The roster is intended as a resource for recipients of AIR Grants, as well as any community groups seeking teaching artists to work with their special needs population. While VSA arts of Minnesota will promote the roster to grantees and others, there is no guarantee of work associated with this resource listing.
- The roster has a secondary purpose of **promoting and supporting professional development for teaching artists**. Teaching in and through the arts is a complex profession and a growing field – and more support and training is needed. With the new roster, VSA arts of Minnesota hopes to play a role in advancing the field of teaching artists, with the ultimate goal of supporting, strengthening, and expanding arts education for all Minnesota students.

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Eligibility and Commitment

The Teaching Artist Roster is for individual artists. Service organizations will need to contact the AEC in order to apply. 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 who demonstrate past experience and success as a teaching artist in 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 teaching artists 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 participation in one professional development activity (see below). The purpose of the update process is to verify that rostered artists are remaining active in the field.

Professional Development

VSA arts of Minnesota hopes to implement three annual professional development opportunities specifically designed to support rostered artists. In addition, we will identify and promote other professional development opportunities, and provide support as possible.

As part of the annual update process for rostered artists, we require participation in at least one professional development activity per year, and this may include any of the following: attending a training or workshop specifically for working with children, youth or adults with disabilities or working with children, youth or adults with disabilities in the arts; attending a training or workshop specifically for teaching artists; attending a conference related to Arts Education or to your specific discipline; taking classes to improve or expand your practice as an individual artist; observing or assisting another professional teaching artist; or any other professional experience that improves your work as a teaching artist.

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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 FIVE components of the application. 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>).

1. Application Forms.

- **Cover Pages.** Contact information and other basic details. The biographical statement should read as a quick introduction to who you are as an artist/teaching artist, and might include a brief summary of your professional/educational background.
- **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.

2. Sample Lesson Plan. Your lesson plan should be no more than 2 pages long, and should include the following elements:

- lesson title;
- learning goals/outcomes;
- activities/instructional strategies;
- assessment criteria and strategies;
- connections to benchmarks listed in Minnesota Department of Education Academic Standards in the Arts. To review standards, [click here](#);
- logistical details and requirements, i.e. grade level(s), time frame, materials, space, etc;
- may also include benchmarks in other subject areas, lists of vocabulary/skills/ concepts to be addressed, and other related lesson planning elements as appropriate;
- make clear what you want students to know and be able to do by the end of the lesson, as well as how you will assess these learning goals.

3. Resume(s). Resume should address your training and experience as both an individual artist and a teaching artist. You may submit two separate resumes or one resume that addresses both areas. Resume(s) should be 1-2 pages in length.

4. 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 teaching artist 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 **Cover Pages**. 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.

5. 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 or a teaching 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.
- Teaching Excellence & Experience
 - Experience and skills working as a teaching artist with students in K-12 public schools;
 - Experience and skills working as a teaching artist with children, youth or adults with disabilities;
 - Ability to develop a complete and comprehensive lesson plan;
 - Understanding of how to apply Minnesota Academic Standards in the Arts;
 - Effective teaching strategies to engage students in the creative process;
 - Effective methods for adapting techniques and differentiating instruction;
 - Skills in using assessment and reflection techniques;
 - Ability to effectively integrate arts with other subject areas;
 - Education training/teaching artist training, both completed and ongoing.
- 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.)
- Lesson Plan (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 Artists-in-Residence **Teaching Artist 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.