

ARTISTS IN EDUCATION

Teaching Artist Handbook 2019



Regie Cabico with students at Radford High School conducting a Poetry Out Loud Workshop



THE COMMISSION

OVERVIEW

The Virginia Commission for the Arts (VCA) is the state agency that supports the arts through funding from the Virginia General Assembly and the [National Endowment for the Arts](#). Created in 1968, the commission is guided by 13 Commissioners appointed to a five-year term by the Governor. To ensure statewide representation, at least one Commissioner, and no more than two, are appointed from each Congressional district.

MISSION & GOALS

Virginia Commission for the Arts celebrates and champions artistic excellence and encourages growth in artistic creativity, quality and innovations. VCA invests in the arts in the Commonwealth by supporting and encouraging full participation in a creative culture that will benefit all Virginians. Our guiding goals include:

- availability and accessibility to the arts;
- a commitment to lifelong arts learning and education;
- a healthy and productive arts infrastructure;
- the arts as a vital component of the Commonwealth's economy;
- an environment that is open and conducive to artistic expression.

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VCA TEACHING ARTIST ROSTER

Applicant Handbook

Introduction

Thank you for your interest in the Virginia Commission for the Arts **Teaching Artist Roster**. The roster is an online searchable database of professional teaching artists. These artists are panel reviewed and are encouraged to work on grant funded VCA projects and programs. More importantly, they are interested in sharing their teaching artistry across generations and organizations. The field of teaching artistry is critical to arts education and lifelong learning.

Artists must apply to the roster for either the October 1 or April 1 deadlines. If the first is on a Saturday or Sunday, the application deadline is moved to the following Monday. Artist Roster applications will be accepted through our online grant system only-<https://www.grantinterface.com/Home/Logon?urlkey=vca>. **All previous VCA Roster Artists prior to January 2016 are required to reapply to continue their active participation on the roster.** The Commission votes on panel recommendation at the December and June meetings. Once approved, the teaching artist will be included on the roster as part of the VCA's website. Please take the time to review the application materials and processes outlined in this handbook. Read all of the materials carefully before submitting your application and contact **Casey Polczynski**, Arts in Education Coordinator at casey.polczynski@vca.virginia.gov or 804.225.3132 for any questions.

AIE Program Synopsis

The Virginia Commission for the Arts (VCA) is committed to strengthening arts education programs funded through the Virginia General Assembly and the National Endowment for the Arts. **The Artists in Education Program (AIE)** promotes the belief that arts instruction is an essential component of a well-rounded education. The Commission believes lifelong learning in the arts is essential for the development of aesthetic awareness and greater understanding of the role of the arts. Roster artists are teaching artists who coordinate and implement residencies such as school programs, camps, youth and adult workshops, professional development or master classes. Discipline based residencies are offered across generations and vary in length depending on the needs of the sponsor/site and the overall residency goals. Teaching artists are educational community catalysts.

AIE (preK-12)- Artists in Education Grants

The Commission provides two grant opportunities for educational programming. The Artists in Education (PreK-12) grant provides Virginia's PreK-12 students and teacher opportunities to work with professional artists for short or long-term residencies. These grants support educational programs in the arts that enhance arts instruction in the school, after-school, or summer camps. In addition, the grants will support the professional development for teaching artists and educators who work with elementary and secondary students.

Online applications are due by April 1st. and submitted online via our portal at <https://www.grantinterface.com/Home/Logon?urlkey=vca>. Residencies must take place between July 1 and June 15. Applicants may request a maximum of \$7,500 and applicant organizations must provide at least a one-to-one cash match of the requested grant amount. For more information regarding the Artists in Education (PreK-12) grant visit http://www.arts.virginia.gov/grants_education.html.

AIEx-Artists in Education Express Grants

AIEx is a non-competitive grant category. The AIEx program provides support of up to \$1,500 to eligible Virginia PreK-12 schools, not-for profit organizations, and units of government for short-term residencies focused on participatory and experiential learning conducted by professional teaching artists. VCA roster artists who are permanent Virginia residents can apply for up to two AIEx grants per grant cycle. Proposed residency activities take place from August through early June. AIEx funding is available on a first-come first-served basis. Staff reviews applications in the order they are received.

AIEx applications are available online July 1 thru April 1 via the online grants portal at: <https://www.grantinterface.com/Home/Logon?urlkey=vca>. Applicants may request a maximum amount of \$1,500 and must provide a 15% cash match. For example, an applicant requesting the maximum of \$1,500 would need to provide a cash match of \$225. Funds will be available until they are fully committed. Funds are processed within 30 days of the AIEx residency. A final report is required. For more information regarding the AIEx grant visit http://www.arts.virginia.gov/grants_aiex.html.

Residency Examples

Below are some examples of ways teaching artists intersect with schools and community-based organizations through:

- ❖ short and long-term in-school and after-school residencies;
- ❖ arts integration instruction that supports higher order thinking skills in which students learn math, science, language arts and social studies through visual arts, music, dance and/or theatre;
- ❖ curriculum-based projects using preK-12 arts and non-arts education standards;
- ❖ core arts instruction in visual art, dance, theatre, and/or music;
- ❖ professional development for educators;
- ❖ lifelong learning in the arts through community events, classes and workshops.

Teaching Artists

Teaching artists are “artist-educators,” experienced in translating their creative processes within instructional settings. Eric Booth, a nationally recognized author and teaching artist developed the following definition: “A teaching artist is a practicing professional artist with the complementary skills and sensibilities of an educator, who engages people in learning experiences in, through, and about the arts.” Teaching artists represent all disciplines including craft, dance, literary arts, media arts, music, storytelling, theatre, visual arts, folk/traditional arts, and multicultural arts.

Professional Teaching Artists are an invaluable resource for schools and communities and greatly contribute to the overall process of learning.

In addition they are:

- ❖ accomplished in their field;
- ❖ able to teach their art content(s) and demonstrate professional competency with organizational skills, classroom management, public speaking and knowledge of how various educational systems operate (schools, social service agencies, juvenile detention centers, community centers, etc.);
- ❖ business-minded, possessing the ability to self-market, work within a budget, and deliver projects on-time and in the manner proposed;
- ❖ effective communicators and able to facilitate conversations with teachers, community leaders and other individuals through the process of creating and designing educational projects;
- ❖ lifelong learners as leaders and participants through community events, classes and workshops.

Teaching Artist Roster

The primary purpose of the VCA Teaching Artist Roster is to identify and promote highly qualified and experienced teaching artists who have particular expertise working in schools and other community based settings. The roster is an online resource for recipients of VCA AIE grants, as well as for any other school or community group seeking professional teaching artists to work with their students, teachers, and adult groups. Although VCA promotes the roster to grantees and others, the Commission does not guarantee contract work to our Teaching Artists.

The secondary purpose of the roster is to promote and support professional development for educators. Teaching in and through the arts is a complex professional and growing field – where support and training is needed. VCA advances the field of teaching artists by working to improve and expand arts learning experiences for preK-12 students and adults.

Roster Eligibility

A Teaching Artist Roster applicant must be:

- ❖ 18 years of age or older at the time of applying;
- ❖ a resident of Virginia, Delaware, Kentucky, Maryland, North Carolina, Pennsylvania, Tennessee, West Virginia, and/or the District of Columbia;
- ❖ professional artist with expertise in one or more arts disciplines;
- ❖ skilled in working with children, youth, teachers, adults, seniors, veterans, and/or other populations;
- ❖ committed to differentiated instruction and effective teaching methods to reach all learners.

Full-time students are ineligible to apply for the Teaching Artist Roster.

Benefits of Roster Inclusion

VCA Roster Teaching Artists may expect the following benefits:

Promotion of their work as a teaching artist

VCA promotes the roster online via our website. Each teaching artist has a separate webpage, and teaching artists can refer to this web presence as a way to show case their residency work and their designation as a VCA roster artist. VCA develops the individual artist webpage content based on the teaching artist's application materials. View current roster pages here: <http://www.arts.virginia.gov/roster.html>.

Access to professional networking and resources

AIE program staff support roster artists by informing them about a variety of arts education resources and opportunities, including national trends and research, local workshops and trainings, and various professional development opportunities.

Increased connections with VCA grantees

Recipients of AIE grants are strongly encouraged to hire roster artists. When opportunities arise, for VCA, recommends teaching artists.

Teaching Artist Fees

As teaching artists, roster artists are free to negotiate their own hourly, daily, and weekly fees and are encouraged to do so in accordance with current market rates.

Removal from Roster

It is the responsibility of the school/organization hiring a roster artist to provide a residency representative to monitor the teaching artist's presence in the instructional environment. Teaching artists are always be in the presence of a site manager or residency coordinator while conducting a residency or workshop in any setting.

VCA reserves the right to remove a teaching artist from the roster at any time for actions or behavior that could be detrimental to students, teacher, the community, and/or the VCA Artists in Education program. This includes the following:

- ❖ inappropriate behavior or language in school settings/community;
- ❖ behavior that violates school/organizational rules or guidelines;
- ❖ lack of responsibility and follow through on terms of teaching contracts;
- ❖ unlawful activities;
- ❖ other unprofessional conduct.

Teaching Artist from the roster if he/she does not submit profile updates every three years with support materials by stated deadlines, or if he/she fails to respond to VCA staff requests for information in a timely and accurate manner.

Application Process

All Teaching Artist applicants are required to submit a completed application online through our online grants management portal at <https://www.grantinterface.com/Home/Logon?urlkey=vca>. Completed applications submitted on or before the April 1 or October 1 deadline will be evaluated by a panel of artists and educators. The panel will use the same rubric to evaluate all applicants. Each teaching artist will be reviewed and assessed on their demonstrated professional ability and artistic strengths based on submitted support materials. Panel recommendations are forwarded to the VCA commissioners who make their decisions based on the panel, staff, and commissioner recommendations.

Application Renewal Requirement for the 3-Year Roster Cycle

Teaching artists are eligible to be on the Teaching Artist Roster for three years, and the following are required for roster renewal.

1. Profile Re-submission

To maintain status, artists must re-submit their profile every three years to support active participation. This is not a full application, but only a profile update. The resubmission of the profile will serve as a means for roster renewal. Applicants will be notified via email of this requirement at the appropriate time.

2. VCA AIE Residency

All VCA Roster artists will be required to conduct at least 1 VCA residency within the 3 year time period. Active participation includes evidence of a contracted residency.

3. Professional Development Activity

As a part of the roster renewal process, VCA requires that teaching artists participate in at least 1 professional development activity within the three year cycle.

This may include any of the following:

- ❖ attend a training or workshop specifically for teaching artists;
- ❖ attend a conference related to arts education or a chosen artistic discipline;

- ❖ take a class to improve or expand their practice as an artist;
- ❖ observe or assist another professional teaching artist;
- ❖ participate in any other professional experience that improve your work as a teaching artist.

Virginia State Police Criminal Background Check

Every teaching artist who is approved by the commission is required to undergo a criminal background check. These background checks ensure that the commission has performed its due diligence to the fullest extent possible. As part of VCA's commitment to ensure the safety of vulnerable populations with whom our Teaching Artists work, VCA has initiated a policy to have all of our teaching artists participate in VA state police background check every 3 years. All criminal background checks are confidential and the background check criteria for assessing a teaching artist are the same as those used by the Virginia State Police. The commission will absorb the costs for the background checks. The teaching artist applicant is responsible for the fingerprinting fee of \$10.00.

A Complete Application Includes

The Teaching Artist Roster application can be viewed online before any information is submitted. Go to <https://www.grantinterface.com/Home/Logon?urlkey=vca> and create a new account. After creating a new account, click on the Teaching Artist Roster. A pdf version of the application can be opened, viewed and printed before applying. The application includes the following sections:

- ❖ Teaching Artist Contact Information,
- ❖ Teaching Artist Experience,
- ❖ Support Documentation (resume, sample lesson plan, artistic work samples),
- ❖ References,
- ❖ Background Check and Certification.

Artistic Excellence-Work Samples

The choice of work samples supporting artistic excellence is critical. The technical quality of the samples should allow for clear viewing of and/or listening of the work(s). These work samples should be chosen to demonstrate artistic excellence. Applications not containing the requirements for each discipline will be considered incomplete.

Only include works completed in the last three years.

Creative Writing, Fiction, and Poetry

3 writing samples not to exceed 10 pages

- Include the title of the work
- Date complete
- Artistic samples can be submitted as a file upload or as URLs if hosted online

Crafts, Design, Visual Arts

3 image samples

- Please include the title of the work
- Date completed
- Materials/media of work
- Artistic samples can be submitted as a file upload or as URLs if hosted online

Theatre, Dance, Storytelling, Interdisciplinary

2 video samples not to exceed 5 minutes each

- Please include the title of the work
- Date completed
- Artistic samples can be submitted online as a file upload or as URLs if hosted online

Music, Media Arts

2 video or audio samples not to exceed 5 minutes each

- Please include the title of the work
- Composer and librettist's name (if a musical recording)
- Date completed
- Artistic samples can be submitted online as a file upload or as URLs if hosted online

Evaluation Criteria

Applicants will be reviewed according to the following criteria. Applicants should give careful consideration to each item. Each area will be rated using a 10 pt. numerical scale from 1 to 10 with 10 being the highest.

1. Professionalism

- ❖ Teaching Artist application is complete and includes all required items
- ❖ Application narratives are concise, clear and questions are fully addressed
- ❖ Application is professionally presented

2. Artistic Excellence

- ❖ Competency in discipline(s) supported
- ❖ Demonstrates excellent ability to communicate knowledge about their own work
- ❖ Professional work samples

3. Instructional Aptitude

- ❖ Ability to effectively articulate ideas, concepts, instructions, processes, which are related to their artistic discipline
- ❖ Demonstrate knowledge of effective methods for pedagogy, lesson planning, and the use of diverse instructional strategies.

4. Curriculum and Lesson Planning

- ❖ Ability to develop lesson plans aligned with state standards when applicable
- ❖ Ability to establish age and developmentally appropriate arts learning goals

5. Program Management

- ❖ Evidence to support effective program planning and implementation
- ❖ Ability to effectively communicate and collaborate with classroom teachers, administrators, and other teaching artists
- ❖ Ability to design and implement effective and appropriate methods for assessing student learning or benchmark program goals

Notification

All teaching artists will be notified via the online grants management system immediately following VCA action at the June or December commission meetings.