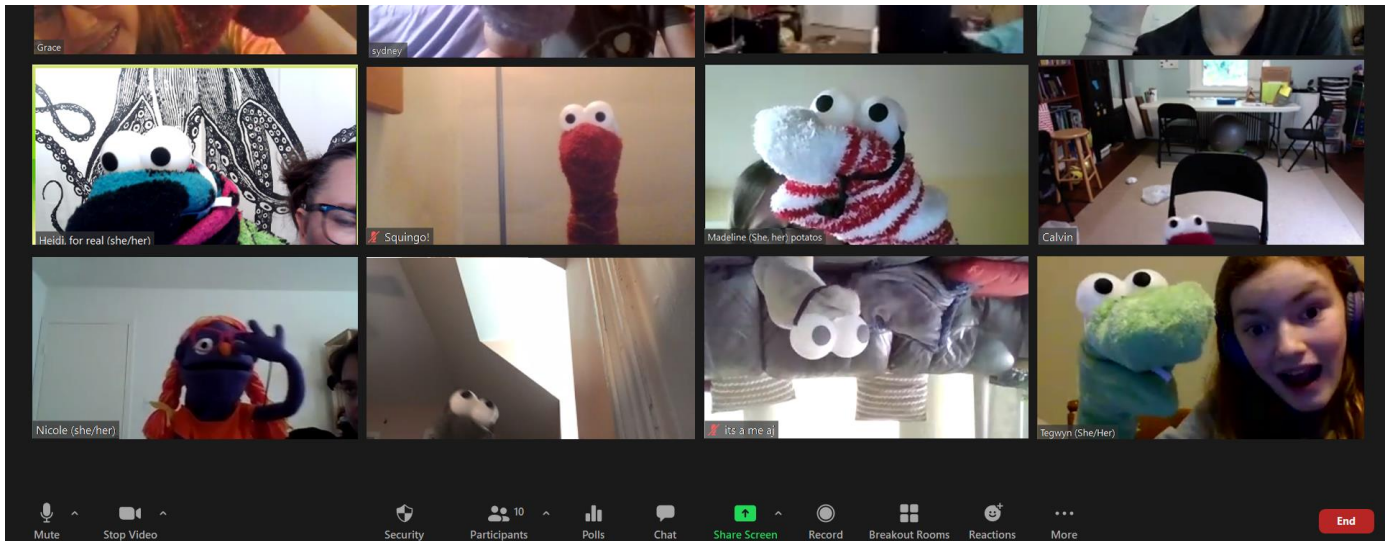


# ARTIST IN EDUCATION

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## 2021 Teaching Artist Handbook



VCA Roster Teaching Artist Heidi Rugg conducts an online virtual program



# VIRGINIA COMMISSION FOR THE ARTS

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## BACKGROUND

The Virginia Commission for the Arts is the state arts agency that support the arts through funding from the Virginia General Assembly and the National Endowment for the Arts, a federal agency. The Commission, created in 1968, is guided by thirteen Commissioners appointed to five-year terms by the Governor and confirmed by the General Assembly.

## MISSION

To invest in the arts in the Commonwealth by supporting, celebrating, and promoting artistic and cultural equity in an innovative and creative environment to benefit all Virginians.

## VISION

A creative culture in which equitable access to arts engagement and learning are fundamental to the lives of all Virginians.

## VALUES

- The arts provide unique opportunities for individual creativity and expression.
- The arts should be accessible to every citizen of the Commonwealth of Virginia, whether as a creative worker, patron or student.
- The arts inspire ideas, imagination and vision, and helps us see our world in a new and different ways.
- The arts heighten and enhance learning and personal growth; they stir and awaken memories, emotions and aspirations.
- The arts provide insight, empathy and understanding of diverse people, customs and expressions that bridge differences and make a coherent whole out of many disparate parts.
- The arts communicate in real time and across generations.
- The arts intensified the experience of life and the conditions that encourage and stimulate discovery, invention and innovation.
- The arts provide the building blocks for a healthy and vital 21<sup>st</sup> Century creative culture in Virginia.

## COMMISSIONERS

**Abigail Gomez**, Chair, *Winchester*

**Asa M. Jackson**, Vice Chair, *Newport News*

**Dena Jennings, D.O.**, Secretary, *Orange*

**Terry Emory Buntrock**, *Williamsburg*

**Matt Conrad**, *Richmond*

**Robert Goudie**, *Reston*

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**Jan. P. Monroe**, *Fredericksburg*

**Laurie Naismith**, *Norfolk*

**Barbara Parker**, *Collinsville*

**Amanda Pillion**, *Abingdon*

**David B. Trinkle, MD**, *Roanoke*

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# VCA TEACHING ARTIST ROSTER

## Applicant Handbook

### Introduction

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

Artists must apply to the Roster either for the October 1 or April 1 deadlines. If the 1st is on a Saturday or Sunday, the application deadline is moved to the following Monday. Roster applications will be accepted through [Foundant, our online grant system](#). The Commission votes on panel recommendations 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, PhD, Arts in Education Coordinator at [casey.polczynski@vca.virginia.gov](mailto:casey.polczynski@vca.virginia.gov), or (804) 225-3132 for any questions.

### Artist in Education Program Synopsis

The VCA is committed to strengthening arts education programs, funded through the Virginia General Assembly and the National Endowment for the Arts. The Artist 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. Learning can take place through in-person, virtual (synchronous or asynchronous), or hybrid models. Discipline-based residencies are offered across generations and vary in length depending on the needs of the sponsor/site and the overall residency program goals. Teaching Artists are educational community catalysts.

### Artist in Education Grants

This grant category provides opportunities for Virginia's students, educators and other adult populations throughout Virginia to participate in and learn through the arts by working with highly-qualified, professional artists in support of lifelong learning. These grants provide Virginia's Pre-K-12 students, teachers, and other adult populations opportunities to work with artists in a school, after-school or other community settings including summer activities. Artist in Education grants may support educational programs in the arts that enhance arts instruction in the school curriculum, professional development for professional artists and educators to work with elementary and secondary school students, or other adult populations in community settings, meeting identified learning goals. Synchronous or asynchronous virtual learning with a specific Virginia population is eligible.

Online applications are due by April 1, and submitted online via [Foundant, our online grant portal](#). 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 1:1 cash match of the requested grant amount. For a list of eligible activities and more information regarding the Artist in Education grant program visit the [AIE program page](#).

## Artist in Education Express Grants

This category is a non-competitive grant program. The AIEEx program provides support to eligible Virginia Pre-K-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 AIEEx grants per grant cycle. Proposed residency activities take place from August through June. AIEEx funding is available on a first-come first-served basis. Staff review applications in the order they are received.

AIEEx applications are available online July 1 thru April 15 (or until funds are exhausted) via [Foundant, our online grant portal](#). 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 AIEEx residency. A final report is required. For more information AIEEx program information visit the [AIEEx program page](#).

## Eligible Activities

- ❖ Short-term (maximum 20 hours) active, participatory residency in school or community setting, not to exceed 20 hours.
- ❖ Residency activities could include workshops or demonstrations with a participatory component, or community projects.
- ❖ Synchronous and/or asynchronous virtual learning with a specific Virginia-based population.

## 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 discipline(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;
- ❖ and lifelong learners, as leaders and participants in 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 applicants 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 other groups. Although VCA promotes the Roster to applicants and others, the Commission does not guarantee contract work to our Teaching Artists.

A 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 always needed. VCA advances the field of Teaching Artists by working to improve and expand arts learning experiences for Pre-K-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;
- ❖ a professional artist with expertise in one or more arts disciplines;
- ❖ skilled in working with children, youth, teachers, adults, seniors, veterans, and/or other populations; and
- ❖ committed to differentiated instruction and effective teaching methods to reach all learners.

*Full-time students are ineligible to apply to 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 can refer to this web presence as a way to showcase their residency work and designation as a VCA Roster artist. VCA creates the individual artist webpage content based on the Teaching Artist's application materials. The current VCA Roster of Teaching Artists can be accessed [here](#).

### 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, include workshops and other varied professional development opportunities.

### Increased connections to VCA grantees

Applicants to AIE grants are strongly encouraged to include Roster artists. When opportunities arise, and as appropriate, the 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, whether in-person or virtual. Teaching Artists should 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, adults, the community at large, and/or the VCA Artist in Education program. This includes the following:

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

Teaching Artists are removed from the Roster if he/she does not submit profile updates every three years with support materials including Background Checks (see p. 8) 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 [Foundant, our online grant portal](#). Completed applications submitted on or before the April 1 or October 1 deadline will be evaluated by a peer 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 (in attendance at the panel) recommendations.

## Application Renewal Requirement for the Three-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 Resubmission

To maintain status, artists must resubmit 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 one VCA residency within the three-year cycle. 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 one professional development activity within the three-year cycle.

This may include any of the following:



- ❖ attendance at a training or workshop specifically for Teaching Artists;
- ❖ attendance at a conference related to arts education or a chosen artistic discipline;
- ❖ taking a class to improve or expand their practice as an artist;
- ❖ observing or assisting another professional Teaching Artist and;
- ❖ participating in any other professional experience that improves your work as a Teaching Artist.

### 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 populations with whom our Teaching Artists work, VCA has initiated a policy to have all of our teaching artists participate in a Virginia State Police background check every three 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.

### A Complete Application Includes

The Teaching Artist Roster application can be viewed online before any information is submitted. You can begin by going to [Foundant, our grant portal](#) and create a new account. After creating a new account, click on the "apply" tab located on the menu bar at the top of the applicant dashboard page. The "apply" tab will open a page where all applications can be accessed. Scroll down to locate the Teaching Artist Roster application. Click on the "apply" tab to access the application and list of questions. To download a PDF of the document click on the "question list" tab and the file will download for access. The application includes the following sections:

- ❖ Teaching Artist Contact Information
- ❖ Teaching Artist Experience
- ❖ Support Documentation (resume, sample lesson plan, artistic and teaching 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 to the work(s). These work samples should be chosen to demonstrate artistic and instructional excellence. Teaching Artists are required to submit at least three work samples. These can be shared in various formats. Applications not containing the requirements for each discipline will be considered incomplete and ineligible. **Only include works completed in the last three years.**

### Creative Writing, Fiction, and Poetry

Three writing samples not to exceed 10 pages. Include:

- The title of the work
- Date completed



### **Crafts, Design, Visual Arts**

Three image samples require. Include:

- The title of the work
- Date completed
- Materials/media of work

### **Theatre, Dance, Storytelling, Interdisciplinary**

Three video samples not to exceed five minutes each. Include:

- The title of the work
- Date completed

### **Music, Media Arts**

Three video or audio samples not to exceed five minutes each. Include:

- The title of the work
- Composer and librettist's name (if a musical recording)
- Date completed

## **Teaching Artist Samples**

Teaching Artist work samples highlight the active experience of the Teaching Artist with an audience. These examples provide some evidence and insight into the instructional aptitude of the Teaching Artist. Professionally produced work samples are not required; however, the visual/audio quality should be clear and audible. Applications not containing the minimum requirements of two Teaching Artist samples will be considered incomplete and ineligible. **Only include Teaching Artist samples completed in the last three years.**

### **Teaching Artist Samples**

Include two visual/video samples that support instructional aptitude.

- A brief description of the audience
- A brief description of the activity
- Date completed

## **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 point 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 and 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, or 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.

## Contact

For more information about the Commission's Teaching Artist Roster program, contact:

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Arts in Education Coordinator  
[casey.polczynski@vca.virginia.gov](mailto:casey.polczynski@vca.virginia.gov)  
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