

Mississippi Arts Commission - Teaching Artist Roster Fiscal Year 2015 Program Guidelines

Application deadline: Monday, March 3, 2014

Applications must be submitted through eGRANT, postal mail, or delivered by hand to MAC's office by the due date. Faxed or emailed applications are not accepted.

Please submit Teaching Artist Roster applications no earlier than 30 days prior to the March 3rd deadline. Applications received prior to this date will be returned.

Who is a Teaching Artist?

Teaching Artists work at a professional level within their artistic discipline, but have also made arts education a central component in their work. They have developed their skills as educators along with their artistic skills. Teaching artists can work in a variety of settings, including schools, youth arts programs, community centers, and professional arts organizations.

Overview of the Teaching Artist Roster

The Teaching Artist Roster is a listing of professional artists and arts educators who are available to work with schools and community organizations in developing strategies for using the arts in a variety of settings. Grant funds are available from MAC to schools and organizations to support presentations, workshops or residencies by these artists.

Following are MAC's main goals for members of the Teaching Artist Roster:

- Provide arts learning opportunities that align with the Visual and Performing Arts Frameworks developed by the Mississippi Department of Education (MDE).
- Make connections between the arts and MDE's K-12 Academic Content Standards
- Collaborate with classroom teachers or arts education committees
- Work with teachers (through professional development) and students (through arts integrated, hands-on lessons)
- Support efforts to integrate arts learning with other subject areas
- Assist school staff in continuing arts education programming in the absence of an arts teacher through sharing strategies, techniques, and curricula

Membership in the Teaching Artist Roster provides artists a way to promote themselves to schools and arts organizations around the state. Artists who are approved for the program are part of the listing for three years. Inclusion in the Teaching Artist Roster does not guarantee bookings within Mississippi schools. MAC does not promote individual artists on the Teaching Artist Roster or handle booking arrangements for them.

Please Note: The Teaching Artist Roster and the Artist Roster are distinct programs. Artists who are interested in being included on both listings must submit separate applications for each program.

Who May Apply

You may apply to the Teaching Artist Roster if you are:

- A professional artist or arts educator. Individuals are considered to be a professional artist or arts educator if they
 - Earn at least part of their annual income working with educators and others showing how their art form may be used to enhance learning and teaching;
 - Consider their artistic work a career;
 - Maintain a high level of artistic quality; and
 - Make a significant time investment in their artistic disciplines through practice, performance, and instruction;
- Not a full-time student; and
- More than 18 years of age.

Please note: Unlike the rest of MAC's programs, applicants to the Teaching Artist Roster are not required to be residents of Mississippi.

Review Criteria

Applications to the Teaching Artist Roster are reviewed using the following criteria:

1. Artistic and Teaching Abilities (40 points)

The applicant:

- Exhibits a high level of artistic ability
- Demonstrates experience working in a preK-12 school setting, with teachers and administrators as well as students
- Shows the ability to develop lesson plans that integrate the arts into non-arts curriculum that align with MDE's Visual and Performing Arts Frameworks
- Introduces the vocabulary, concepts, strategies and techniques of their artistic discipline through their work with schools and community organizations

2. Leadership and Communication Skills (30 points)

The applicant:

- Is able to present information effectively to different types of audiences (students, teachers, or members of community groups)
- Has experience guiding teachers, administrators and community groups in developing their own arts education programs
- Demonstrates the ability to make connections between the arts and other content areas

3. Planning and Organizational Abilities (30 points)

The applicant:

- Has experience in collaborating with clients to develop different types of projects
- Makes efficient use of limited contact time with teachers or students
- Provides potential clients with a thorough set of pre and post-visit materials

Training Requirement

Applicants approved for the Teaching Artist Roster are part of the listing for three years. In order to be eligible to re-apply for the Roster, Teaching Artists must participate in at least one professional development activity during their three years with the program. Acceptable training activities include:

- A training or workshop specifically for teaching artists
- A conference related to arts education or the artist's specific discipline
- An observation or assisting another professional teaching artist; or
- Another professional experience that improves your work as a teaching artist

Evaluation Requirements

Applicants to the Teaching Artist Roster must include reference forms completed by four different individuals as part of their application. These individuals must be familiar with your work *as a teaching artist*. References could include a teacher that the artist worked with at a school or an administrator who hired the artist to conduct a workshop for teachers.

Schools that receive MAC grant funds to support work by a member of the Teaching Artist Roster are required to submit an evaluation of the artist as a part of their final reporting requirements for the grant. Copies of the evaluations are placed in the files of Teaching Artists and are made available to the review panel when the artist re-applies for the program.

Reapplication to the Roster

Teaching Artists must re-apply to the Roster every three years. The re-application process is the same as the initial application process with the addition of documentation of professional development that you attended.

Responsibilities of the Artist

Applicants approved for the Teaching Artist Roster are required to provide MAC with a profile form that lists their current contact information. They are responsible for securing and arranging their own bookings, as well as providing presenters with adequate publicity materials. Teaching Roster artists should be familiar with the MAC's grant programs guidelines in order to inform potential presenters about them.

Responsibilities of MAC

MAC updates the Teaching Artist Roster annually. The agency produces a printed version of the listing as well as posting it on the agency website. MAC does provide advisory assistance to schools and organizations that are looking for an artist to meet a programming need, but it does not actively promote or seek bookings for individual Roster Artists.

How to Apply

Please submit one original and one copy of the following items in the order listed:

- Teaching Roster Application
- Narrative (two-page maximum) in which you describe:
 - Your work as an artist and your development as a teaching artist (What got you interested in working in education settings? How have you developed your teaching artist skills?).
 - Your experience working with students and teachers.
 - The specific services you can provide to schools, including consultations, training workshops, residencies, lectures, or coaching.
 - The strategies you've developed to teach skills in the content areas of the preK-12 curriculum, such as language arts, mathematics, social studies, or science. Note the concepts that help to facilitate these connections.
 - The details of your technical requirements for your work in schools (for example, stage size or sound system needed).
- Your current artistic resume. This document should detail your work as a professional artist only (including work as a teaching artist or arts educator). Please include information on arts-related education (college-level or other advanced training) as well as teaching artist training that you have received. Do not include information about your non-arts work. **Also, applicants who are re-applying to the Teaching Artist Roster must include information in their resume on the teaching artist training that they attended during the past three years (required for all artists re-applying to the Teaching Artist Roster).**
- Two sample lesson plans:
 1. An arts integrated lesson plan (no more than two pages in length) for a student group. The plan should include:
 - The title, lesson goal or big idea
 - Target audience
 - Lesson objectives
 - Arts competencies addressed (find through the MDE's Visual and Performing Arts Frameworks)
 - Subject area and content competencies addressed
 - Vocabulary words from the lessons in the arts and the academic subject
 - Lesson description (one paragraph or a brief bulleted list)
 - The assessment method or indicators of success
 - Lesson resources and website links
 - Materials needed

The lesson should clearly reveal what you want the students to know both in the arts discipline and the subject content area. Follow the format of the [sample lesson plan](#) available on the Teaching Artist Roster page of the MAC website when creating your plan.

2. A plan for a teacher's professional development workshop. It should be no longer than two pages and include:

- The title
- Goals and objectives
- An arts experience (the lesson developed for the student group can be utilized)
- A one-paragraph workshop description

The workshop should model arts integration strategies that can be utilized by a teacher or community member.

- A list of your previous work in schools in the past three years, including date(s), name of school, type of activity, and age groups with which you worked. Please note if any of these past activities were funded through MAC grants.
- Teaching Artist Reference forms completed by four different teachers or administrators who are familiar with the applicant's work as a teaching artist. The reference must send in their form separately to MAC.
- Appropriate samples of the applicant's work as an artist (see the list below for details on what to submit). The samples must have been completed within the last three years.
- A list that describes the artistic work samples. These descriptions should include the titles and completion dates of each sample. Also include the medium and the approximate dimensions of each work (if appropriate for the art form).
- One CD-R computer disc containing the following:
 - Your promotional image. The image should be high quality and suitable for printing in the Roster booklet.
 - A document containing your name and contact information, followed by a short description of the types of programs that you offer. The description should not exceed 200 words in length. Please see the current Roster for examples. This document should be saved as a Microsoft Word or text file.

Work Sample Formats

- **Literary Artists:** 10-15 pages of fiction, creative non-fiction, poetry, playwriting (original or adaptation), or a screenplay completed within the last three years. If your submitted work sample is an excerpt from a longer work, you may include a one-page synopsis of the work as a whole. Published work must be submitted in typed manuscript rather than published form. The sample must be formatted using a 12-point font size with one inch margins on all sides of the page.
- **Media Artists:** Three copies of a DVD with 5-10 minutes excerpts of your work completed within the last three years. The list of work samples should include, for each excerpt, the title, length, date completed, technique, original format, genre (documentary, experimental, etc.) and the specific role of the applicant in creating the submitted work.
- **Performing Artists:** Three copies of a DVD or CD, containing 5-10 minutes of representative work completed within the last three years. Musicians should include at

least three songs in their sample. On the list of work samples indicate the title, names of the artist(s), date, and location of recording. Please note: storytellers, actors, dancers and other theatrical artists are required to submit their samples on DVD.

- **Visual Artists:** One set of digital images that feature six different samples of work completed within the last three years. The images should be saved in JPEG format at 72dpi, with no image wider than 1600 pixels. They should be saved on a CD-R disc with each image numbered to correspond with the work sample listing. Only the required images should be included on the CD-R. They should not be saved as part of a presentation program file (like PowerPoint).
- **Arts Educators:** Three copies of a DVD with 5-10 minutes of the applicant actively engaging a classroom of learners in your arts discipline. The presentation should reflect your submitted lesson plan.

Return of Work Samples

For applicants submitting work samples through the mail, please notate on the disc case whether or not you would like it returned. Applicants who want their work samples returned by mail must send a self-addressed mailer with sufficient postage attached to it. Work samples may also be picked up July 1st through 31st at MAC's office during regular business hours. Please make arrangements with the program director managing your application before visiting MAC's office. All work samples will be discarded after July 31st if no instructions are given for their return.

Application Calendar

March 3, 2014 –Teaching Artist Roster application deadline

April 2014 – Applications considered by the review panel (the specific panel date will be available by mid-March. Applicants are allowed to attend panels.)

Early June 2014 – MAC Board meets and makes final decisions on all applications

July 1, 2014 – Applicants are notified about the board's decision on approval

For more information about the Teaching Artist Roster, please contact Kim Whitt, Arts Education Program Director at (601) 359-6037 or kwhitt@arts.ms.gov.