

## CCT DIRECTORY OF PERFORMING AND TEACHING ARTISTS APPLICATION GUIDELINES FY2011

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### OVERVIEW

The Connecticut Commission on Culture & Tourism (CCT) Directory of Performing and Teaching Artists (herein after referred to as “Directory”), an integral component of the [Arts Access](#) program, provides a reliable resource of high-quality Connecticut performing and teaching artists who have been juried for excellence in their art forms and readiness and capacity to work in schools and community settings. Through services such as performances, master classes, workshops and residencies, Directory artists foster audience engagement and development; community connections; and learning in, about and through the arts. The Directory serves as a catalogue from which presenters (entities that hire artists) must choose when applying to CCT for fee support grants.

The Directory includes artists from the following disciplines:

- Architectural Design
- Dance
- Folklife/Traditional Arts
- Literary Arts
- Music
- Storytelling
- Theater (includes puppetry and circus arts)
- Visual Arts (includes media)

Application for inclusion in the new Directory occurs on a biannual basis. CCT **now** welcomes new applicants.

- **All current Performing Artists** must re-apply for inclusion in the Directory by March 15, 2011. (extended from February 28, 2011)
- **All current Teaching Artists** must update their information beginning in spring, 2011.

All artists included in the new Directory will be required to remain in good standing in order to maintain their status as a Directory Artist (please refer to “[Requirements of Directory Artists](#)” section in the Guidelines for more information).

#### *CCT Directory Artists Enjoy...\**

- Promotion through CCT website, e-newsletters, press releases, other CCT publications and informational sessions.
- Opportunities to receive engagements through:
  - o CCT Fee-Support Grants to presenters (presenters apply for CCT fee support grants for performances, master classes, workshops, residencies and other related activities must select artists from the Directory).
  - o CCT Education programs such as Higher Order Thinking (HOT) Schools, Poetry Out Loud, etc.
- Opportunities to apply for CCT Fee-Support Grants to Artists to develop new work. *New!*
- Use of Directory logo for artists’ promotional materials. *New!*
- Access to high quality professional development offered by CCT.

\* Please Note: Directory artists are responsible to market and promote their own work and must secure and arrange their own bookings and engagements.

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**APPLICATION  
DEADLINE**

Both Part I and Part II of the 2-part electronic application must be **submitted by 11:59 pm, March 15, 2011** and are accepted via:

- Part I: Survey Monkey (application form) at: <http://www.surveymonkey.com/s/7DBJTHL> and
- Part II: CCT's online portal (support materials) at <http://ct.slideroom.com>

**You must submit your application through both of these sites. No other form of application will be accepted.**

Please see "[How to Apply](#)" for further application instructions.

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**WHO MAY APPLY**

*General Eligibility*

- Individual artists that are 18 years or older and residents of Connecticut.
- Performing arts groups/companies (defined as having more than one artist): primary place of business must be located in Connecticut. At least 50% of the group's artists must have their primary residence in Connecticut.
- Individual artists or groups must be professionally active in their disciplines and available for performances or teaching engagements in a variety of educational and community settings.

*Directory Service Categories*

Directory artists will support work in one or more of the following two categories: Performing and Teaching (Connecting or Integrating). Applicants self-select which category(s) they would like to apply for. Any individual artist who is part of a company or group may apply separately to the Performing, Connecting and/or Integrating categories. An entire company or ensemble can only apply to the Performing category.

**WHO MAY APPLY  
CONT'D**

	"PERFORMING ARTIST" CATEGORY	"TEACHING ARTIST" CATEGORIES	
		CONNECTING	INTEGRATING
DEFINITION	Performing artists provide short-term exposure or experiences in an art form such as performance(s), lecture demonstration(s) or masterclass(s). Artists in this category may operate individually or as a group.	Teaching artists in the Connecting category are individual artists who provide opportunities that enhance learning through arts experiences and/or link ideas between disciplines.  May also be a member of a performance group who conducts a series of workshops preceding or following a performance if they have applied individually to this category.	Teaching artists in the Integrating category are individual artists who provide sequential arts learning experiences that weave ideas and concepts between and among arts and non-arts disciplines.  Integrating artists advance knowledge or skills in an arts discipline while concurrently advancing knowledge and skills in other disciplines.
SERVICES	Provides audience access and exposure to an art form through a performance or "informance."  May or may not include a study guide or cultural or academic connections highlighted throughout the presentation.	Provide short-term residencies, with clearly defined program goals and objectives, and evaluation component.  May or may not be accompanied by performance(s) or lecture/demonstration(s).  A short-term residency is characterized by 2-5 visits, with the same group of learners.	Provide long-term residencies that include: <ul style="list-style-type: none"> <li>Clearly defined program and standards-based, (if applicable) curriculum goals and objectives</li> <li>Documentation and assessment, and</li> <li>A collaborative pre-planning component.</li> </ul> May or may not be accompanied by performance or lecture/demonstration.  A long term residency is characterized by: <ul style="list-style-type: none"> <li>A minimum of 5 implementation days, plus 1 day of collaborative planning between the artist and presenter.</li> <li>Each residency day is with the same group of learners.</li> </ul>
ELIGIBILITY	Must have a minimum performance history of 2 years and have been contracted by at least 5 different presenters, preferably within that time period.	Must have conducted a minimum of 5 short-term residencies for different presenters, preferably within the last 2 years.	Must have conducted a minimum of 4 long-term residencies for different presenters, preferably within the last 2 years.
AUDIENCE	Schools, community groups, and other eligible presenters seeking professional artists to perform, speak about or demonstrate their art form.	Schools, community groups, and other eligible presenters seeking professional artists to conduct short-term arts-focused residencies.	Schools, community groups, and other eligible presenters seeking artists to conduct long-term residencies with sequential learning goals in, about and through the arts.
EXAMPLES	<ul style="list-style-type: none"> <li>Presentation at a school assembly or in a college/university performance series</li> <li>Performance(s) at an arts/cultural organization or other non-profit group</li> <li>Lecture Demonstration in a community setting such as a library, community center, summer festival, parks &amp; recreation camp, after-school program, hospital, or health care facility</li> <li>Community concerts in multiple locations for different audiences</li> <li>Single masterclass for arts students at a conservatory, arts center, or college/university</li> </ul>	<ul style="list-style-type: none"> <li>3-day in-school percussion residency for 2nd graders which focuses on connecting drumming and cultural traditions</li> <li>2 visual arts workshops for patients in a health care or rehabilitation facility</li> <li>Residency that occurs once a week for 3 weeks as organized by a local unit of government (such as parks &amp; recreation) for youth or adults and seniors</li> <li>5-day series of masterclasses for arts students at a conservatory, arts center, or college/university</li> <li>4-day workshop series for early learners as part of an after school program offered by a non-profit group</li> </ul>	<ul style="list-style-type: none"> <li>In-depth poetry residency for 4th grade students which focuses on honing elaboration and creative writing skills</li> <li>Dance workshop series offered to 3rd – 5th graders, focusing on developing character skills, as part of a summer arts program offered by a cultural organization that occurs two times a week for 4 weeks</li> <li>Professional development workshop series for docents, that occurs once a week over a 6-week period, to develop an inquiry-based learning and visual literacy program through hands-on exploration of painting; from technique to critique</li> <li>An historical museum partners with a teaching artist to create three 15-minute documentary programs that are researched and produced by adult/student teams</li> </ul>

## REQUIREMENTS OF DIRECTORY ARTISTS

Directory artists are required to remain in good standing and up-to-date with current professional and educational practices.

### *Professional Development*

Selected artists are required to participate in the following professional development:

- a) One of two mandatory orientations offered on June 13, 2011 **or** June 23, 2011, from 4 - 6:30pm. Locations to be determined;
- b) Between July 2011 and June 2013, two professional development workshops, one of which must be CCT-presented;
- c) In addition, if accepted into the “Connecting” and/or “Integrating” programs/ services categories, artists must attend one HOT Schools Summer Institute within the first two years.

### *Remaining in Good Standing*

An artist in good standing will adhere to the following requirements. Directory Artists must:

- a) Reside in Connecticut;
- b) Submit a final report annually (report form will be provided by CCT);
- c) Provide evidence of continuous engagement by presenters (report form will be provided by CCT);
- d) Meet professional development requirements described above.

## SELECTION PROCESS

Application, work samples and other support material will be evaluated by a selection committee panel. Only requested material will be reviewed. Panel recommendations will be presented to the CCT board for final approval.

Review criteria include Artistic Merit, Experience and Readiness. Please use the following link for a chart describing specifics for each review criteria category:

[Selection Review Criteria](#)

## TIMELINE

Application/Reapplication Deadline	March 15, 2011
Process Review	April/May 2011
Approval/Notification	June 2011
Mandatory Orientation	June 13, 2011 or June 23, 2011
Launch of New Directory	Late Summer 2011

Please note: CCT will conduct a series of information and technical assistance sessions regarding the Directory and application process. These sessions will be held in February of 2011. Please visit the [Directory Website](#) for more information.

## HOW TO APPLY

### The Application Process

This year, applications will **only** be accepted electronically, in two parts, through:

**Part I:** Survey Monkey

**Part II:** CCT’s online portal, SlideRoom

A full application includes the completion of both parts: I and II. Both must be submitted by 11:59 pm on March 15, 2011. **No hard copy applications will be accepted. No applications or portions of applications (including support materials) will be accepted after the deadline.**

**Artists applying for more than one category:** Be sure to review criteria and required information and materials for each category in preparing your responses in Part I and

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**HOW TO APPLY  
CONT'D**

Part II.

**PART I: “Survey Monkey” Application Form**

In Part I, you will provide background and contact information; indicate the category(s) for which you would like to apply; and supply information regarding artistic focus, programs and services offered, availability and professional career. We encourage you to review this application and carefully craft your responses before completing the form.

**IMPORTANT NOTE ABOUT USING SURVEY MONKEY:**

The Survey Monkey system uses a “cookie” to save your responses by page (not by specific question). The cookie placed by this application software tracks the page where you exited and **must be enabled to complete this application in more than one sitting** (from the same computer). The application saves a response by page as you click the [Next] button and successfully move to the next page.

If you exit the application early, then you must come back to the same computer and use the same browser in order to add/edit and complete. Please note that if your browser is set to dump cookies each time it is closed, the cookie will be refreshed and you will lose any information you have provided. You may use the following link for instructions on how to enable cookies in your browser: [Enabling Cookies](#).

Please use the following link to access Part I: [Directory Application Form](#)

**PART II: “SlideRoom” Application Form – Support Materials**

In Part II, you will upload support materials and provide your artist’s statement, work history, professional references and electronic signature. Required support materials are outlined in the following section of these Guidelines.

Please use the following link to access the Part II online application form:  
<http://ct.slideroom.com>

The SlideRoom online system provides a simple way to upload and manage application support materials. The submission process allows you to edit and save your progress as often as needed. You will be able to view your information and media just as panelists will see them. Once everything is submitted, you may view your completed submission in a read-only format, but no further changes can be made. Only materials requested will be reviewed.

A \$10 processing fee is required on the last step. The fee is collected and retained by SlideRoom to provide full technical support for this online system. For technical assistance, please visit: <http://slideroom.zendesk.com> or email [support@slideroom.com](mailto:support@slideroom.com).

The following link provides instructions on how to navigate SlideRoom:  
[Slide Room Users Guide](#).

***Required Support Materials***

Required Materials are based on the program/service category(s) for which you apply. It is important to submit the highest quality and most recent and relevant support materials that best represent you or your group. All required materials will contribute to the panel’s consideration of your application. Some materials may be used in CCT’s Directory promotions.

The following chart will aid you in determining which requirements you must fulfill based on the category(s) you are applying for.

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**HOW TO APPLY  
CONT'D**

I AM APPLYING FOR...	MUST SUBMIT REQUIRED MATERIALS FOR PERFORMING CATEGORY	MUST SUBMIT REQUIRED MATERIALS FOR CONNECTING CATEGORY	MUST SUBMIT REQUIRED MATERIALS FOR INTEGRATING CATEGORY
Performing Only	X		
Connecting Only		X	
Integrating Only			X
Performing and Connecting	X	X	
Performing and Integrating	X		X
Performing, Integrating, and Connecting	X		X
Connecting and Integrating			X

**Please note the following digital file instructions before loading materials into SlideRoom:**

- Audio clips (mp3 format only) should be no more than 3 minutes in length, between 500-1000 KBPS, and 10MB in size per file.
- Video clips must be submitted in flv, wmv, and mov format only. They should be no more than 3 minutes in length, between 500-1000 KBPS, and 60MB in size per file. It is recommended that videos be 29 frames per second and 320 X 240 pixel aspect ratio (PAR).
- Images may be submitted in jpg, gif, or png format only and be no larger than 5MB in size per file.
- Documents will only be accepted in pdf form and should not exceed 10MB in size per file.

**Titling your materials:**

In SlideRoom, you will be prompted to include a title and short description for each sample uploaded. The title of each sample should indicate which item it is. *Example: if you are uploading your Resume/work history, the title should be "Resume/work history."* For items where more than one sample is loaded, please also indicate the order in which you would like the panel to review them. *Example: if you are uploading Artistic Work samples, you will title them "Artistic Work Sample 1," "Artistic Work Sample 2," etc.*

**1. Required Materials For "Performing" Category\***

- A. Artist Statement (not to exceed 5,000 characters – equivalent to 1 page) must include:
- Vision or philosophy of your work as an artist or group;
  - Willingness and availability to perform;
  - Your approach and experience in working with diverse audiences and age groups;
  - Commitment to ongoing professional development.

*\* Samples submitted may be used in CCT's Online Directory and other promotional materials.*

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**HOW TO APPLY  
CONT'D**

- B. Artistic Work Samples
- Preferably within the last 2 years;
  - No fewer than 3 and no more than 5 work samples may be submitted;
  - Select work that shows your strongest technical and artistic abilities as well as the breadth and range of your offerings;
  - Dance, opera/musical theater, music, storytelling, theater applicants must submit video;
  - Music applicants may also submit audio;
  - Literary applicants must submit up to 15 pages of fiction, non-fiction, poetry, playwriting, etc. If any work is performed, you may also submit video and/or audio.

For each sample, be sure to include the title, date presented or produced, length, and any other relevant information that will help the panel evaluate your work.

- C. Resume/work history (not to exceed 2 pages) to include:
- History of your work as an individual or group; works performed, exhibited, presented or commissioned; etc. If group, include names and identification of key members;
  - Education/training/professional development;
  - Awards and recognition.
- D. Minimum 1 and maximum five images of the artist or group.
- E. Three letters of recommendation signed by individuals who have observed/experienced the artist's/group's work within the last 3 years (since September 2007). \*\*
- At least one recommender must have observed/experienced the artist's work within the last year;
  - Recommender must indicate age group and type of program observed;
  - Recommender must comment on the artist in three areas: (1) artistry, (2) presentation skills, and (3) managing audiences.

## 2. Required Materials For “Connecting” Category\*

**PLEASE NOTE:** If you are applying to both the “Connecting” and “Integrating” categories, you must only complete the requirements for the “Integrating” category.

- A. Artist Statement (not to exceed 5,000 characters – equivalent to 1 page) must include:
- Vision or philosophy of your work as an artist and as an artist educator;
  - Willingness and availability to perform and/or teach;
  - Experience working with diverse audiences and age groups;
  - Approach to teaching your artistic discipline and making connections between and among other disciplines (if applicable);
  - Approach to planning and communicating with a variety of stakeholders (you may reference and upload sample planning form if available);
  - Commitment to ongoing professional development;
  - Method of assessment.

*\* Samples submitted may be used in CCT's Online Directory and other promotional materials.*

**\*\*NOTE:** *Applicants will list three references in SlideRoom and these references will then be contacted directly by SlideRoom for their letters. No letters will be accepted directly from applicants.*

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**HOW TO APPLY  
CONT'D**

## B. Artistic Work Samples

- Preferably within the last 2 years;
- No fewer than 3 and no more than 5 work samples may be submitted;
- Select work that shows your strongest technical and artistic abilities as well as the breadth and range of your offerings;
- Dance, opera/musical theater, storytelling, music, theater, and multi-disciplinary applicants must submit video;
- Music applicants may also submit audio;
- Literary applicants must submit up to 15 pages of fiction, non-fiction, poetry, playwriting, etc. If any work is performed, you may also submit video and/or audio;
- Visual arts applicants may submit video. At least 2 samples, however, must be still images.

For each work, be sure to include the title, date presented or produced, length and any other relevant information that will help the panel evaluate your work.

## C. Sample workshop outline and/or study guide, if applicable.

## D. Resume/work history (not to exceed 2 pages) to include:

- History of your work: works performed, exhibited, presented or commissioned; and types of residencies offered, etc.;
- Education/training/professional development;
- Awards and recognition.

## E. Please select one short-term residency (2-5 days with the same set of learners) that you have conducted, preferably in the last two years, to highlight in 1-3 below:

PLEASE NOTE: For continuity and to provide a clear picture of your process for jurors, you are encouraged to choose all components, (1-3) from the same residency.

## 1. Sample of short-term residency outline (2-5 days, no more than two pages).

Include:

- Overview (state broad residency objectives, define your audience and describe your planning process);
- Goals and objectives;
- Curricular connections (if applicable);
- Timeline (include the sequence you use over the number of sessions with the same group of learners);
- Plans for assessment;
- Planning form(s) (if applicable).

## 2. Sample of one in-depth lesson plan from this residency. Include structure (timing, groupings, transitions), materials needed and how they are prepared, the teacher's role, specific lesson goals, how assessed and relationship of lesson to total residency.

## 3. No more than six samples of student work from this lesson or this residency (pdf, image files, audio, video). If you do not have a sample of student work from this residency, you may submit a sample from another one.

## F. Minimum 1 and maximum five images of the artist

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**HOW TO APPLY  
CONT'D**

- G. Three letters of recommendation signed by individuals who have observed/experienced the artist's work within the last 3 years (since September 2007).\*\*
- At least one recommender must have observed/experienced the artist's work within the last year;
  - Recommender must indicate age group and type of program observed;
  - Recommender must comment on the artist in four areas: (1) artistry; (2) teaching ability, which includes quality of residency design and content and program delivery style; (3) collaborative planning skills and (4) managing learning environments.

### 3. Required Materials For "Integrating" Category\*

- A. Artist Statement (not to exceed 5,000 characters – equivalent to 1 page) must include:
- Vision or philosophy of your work as an artist and as an artist educator;
  - Willingness and availability to perform and/or teach;
  - Experience working with diverse audiences and age groups;
  - Approach to teaching your artistic discipline and making connections between and among non-arts disciplines;
  - Approach to collaborative planning and communication with a variety of stakeholders;
  - Commitment to ongoing professional development;
  - Method of assessment;
  - Definition of Arts Integration.
- B. Artistic Work Samples
- Preferably within the last 2 years;
  - No fewer than 3 and no more than 5 work samples may be submitted;
  - Select work that shows your strongest technical and artistic abilities as well as the breadth and range of your offerings;
  - Audio, video, image file or PDF documents;
  - Dance, opera/musical theater, music, storytelling, theater, and multi-disciplinary applicants must submit video;
  - Music applicants may also submit audio;
  - Literary applicants must submit up to 15 pages of fiction, non-fiction, poetry, playwriting, etc. If any work is performed, you may also submit video and/or audio;
  - Visual arts applicants may submit video. At least 2 still samples, however, must be still images.
- For each work, be sure to include the title, date presented or produced, length, and any other relevant information that will help the panel evaluate your work.
- C. Sample workshop and/or professional development outline and/or study guide, if applicable.
- D. Resume/work history (not to exceed 2 pages) to include:
- History of your work: works performed, exhibited/presented, commissioned; types of residencies (for teaching artists) offered, etc.;
  - Education/training/professional development;
  - Awards and recognition.

\* *Samples submitted may be used in CCT's Online Directory and other promotional materials.*

\*\**NOTE: Applicants will list three references in SlideRoom and these references will then be contacted directly by SlideRoom for their letters. No letters will be accepted directly from applicants.*

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**HOW TO APPLY  
CONT'D**

- E. Please select one long-term residency (6 or more days with the same set of learners) that you have conducted, preferably in the last two years, to highlight in 1-4 below.

PLEASE NOTE: For continuity and to provide a clear picture of your process for jurors, you are encouraged to choose all components, (1-4) from the same residency.

1. Sample of one long-term residency outline (5 implementation days or longer).  
Include:
    - Overview (State broad residency objectives, define your audience and describe your planning process);
    - Goals and objectives;
    - Curricular connections;
    - Arts and non-arts standards addressed (if applicable);
    - Timeline (Include the sequence used over at least 6 sessions with the same group of learners);
    - Plans for assessment;
    - Collaborative planning process;
    - Planning form(s) (if applicable).
  2. Sample of one in-depth lesson plan from this residency. Be sure to include structure (timing, groupings, transitions), materials needed and how they are prepared, the teacher's role, specific lesson goals and outcomes, documentation and assessment of student learning, and relationship of lesson to total residency.
  3. Sample of documentation and assessment or evaluation collected.
  4. Sample of student work (pdf, image files, audio, video). If you do not have a sample of student work from this residency, you may submit a sample from another one.
- F. Minimum 1 and maximum three images of the artist.
- G. Three letters of recommendation signed by individuals who have observed/experienced the artist's work within the last 3 years (since September 2007).\*\*
- At least one recommender must have observed/experienced the artist's work within the last year;
  - Recommender must indicate age group and type of program observed;
  - Recommender must comment on the artist in four areas: (1) artistry; (2) teaching ability, which includes quality of residency design and content, and program delivery style; (3) collaborative planning skills and (4) managing learning environments.

***\*\*NOTE: Applicants will list three references in SlideRoom and these references will then be contacted directly by SlideRoom for their letters. No letters will be accepted directly from applicants***

**HOW TO APPLY  
CONT'D**
**Summary of Required Materials**

Below is a summary of required materials, the formats in which they are to be submitted and under which SlideRoom tab you will submit them. Please refer to the above program/services category requirements for more specific information:

	Performing	Teaching		SlideRoom Tab
		Connecting	Integrating	
1. Artist Statement (to be entered in online form)	X	X	X	"Statement"
2. Resume and work history (PDF)	X	X	X	"Add Media" "Work History"
3. At least 1 Image of you or group (image file)	X	X	X	"Add Media"
4. Three (3) Work Samples completed in last 2 years (any media)	X	X	X	"Add Media"
5. One (1) Workshop/ Study Guide sample if applicable (PDF)		X	X	"Add Media"
6. Sample of Student work (any media)		X	X	"Add Media"
7. One (1) Short-term residency (2-5days) outline (PDF)*		X		"Add Media"
8. One (1) Short-term residency lesson plan (PDF)*		X		"Add Media"
9. One (1) Long-term residency (6+ days) outline (PDF)			X	"Add Media"
10. One (1) Long-term residency lesson plan (PDF)			X	"Add Media"
10B. Sample documentation			X	"Add Media"
11. Sample of Assessment/ Evaluation Material (PDF)			X	"Add Media"
12. Three (3) References (to be entered in online form)	X	X	X	"References"

\*If applying for both "Connecting" and "Integrating," you only need to provide long-term residency and lesson plans.

## CCT DIRECTORY OF PERFORMING AND TEACHING ARTISTS GLOSSARY

<b>INFORMANCE</b>	Part workshop, part performance. This is an interactive educational performance or lecture-demonstration where the audience is actively engaged in learning about an art form, artistic process, concept, and/or skill.
<b>LONG-TERM RESIDENCY</b>	A minimum of 5 implementation days, plus 1 day of collaborative planning between the artist and presenter. Each residency day is with the same group of learners. May or may not be accompanied by performance or lecture/demonstration.
<b>PERFORMING ARTIST</b>	An individual or ensemble that provides short-term exposure or experiences in an art form such as performance(s), lecture demonstration(s) or masterclass(s). These artists provide audience access and exposure to an art form through a performance or “informance.” Offerings may or may not include a study guide or cultural or academic connections highlighted throughout the presentation.
<b>PRESENTER</b>	Entities such as arts organizations, schools, PTOs, community groups, etc. that hire Directory Artists to conduct performances, workshops or residencies.
<b>SHORT-TERM RESIDENCY</b>	2-5 visits with the same group of learners. May or may not be accompanied by performance or lecture/demonstration.
<b>TEACHING ARTIST-CONNECTING</b>	Individual artists who provide opportunities that enhance learning through arts experiences and/or link ideas between disciplines. Programs and services include clearly defined program goals and objectives, and an evaluation component.
<b>TEACHING ARTIST-INTEGRATING</b>	Individual artists who provide sequential arts learning experiences that weave ideas and concepts between and among arts and non-arts disciplines. Integrating artists advance knowledge or skills in an arts discipline while concurrently advancing knowledge and skills in other disciplines.