Arts in Lifelong Learning
AIE Residency Program

Application Instructions Application materials can be sent digitally on request

SUBMISSIONS
The annual deadline to apply is March 31.

Artists applying for teaching artist status must submit 1 copy of each of the following materials in order to be considered:

- Application cover sheet
- Application Form
- Artist Narrative
- Professional Resume (1-2 pages)
- 2 Letters of Recommendation*
- Work Samples, with Self Addressed/Stamped Envelope**
- Work Sample List

Please collate these materials using paper clips, not staples.

*Letters should be supplied by those who are familiar with your teaching ability, e.g. school personnel, regional art center staff, and residency coordinators and not those who have curated or published your work. They must be signed originals.

**Any work samples that are submitted should be duplicates or copies, not originals. The accompanying list should completely and accurately reflect the work samples and their contents. The SASE should have sufficient postage to insure its return to you.

Application information must be completed in full. Narrative questions must be answered on no more than four (4) 8 1/2 x 11 pages in total, single sided, using 12-point font. Responses must be typed or computer printed.

WORK SAMPLES

The Pennsylvania Council on the Arts and Erie Arts & Culture’s Arts in Education Partnership will primarily review the artistic quality of your own work. With this in mind, you should pay close attention to your choice of work samples. The technical quality of your sample should allow clear viewing of and/or listening to the work. Work samples should be chosen to demonstrate your artistic ability, not to show work produced by students. The media you select for your work samples should also support the kind of work you plan to do in residency activities. Applications that do not include work samples will be considered incomplete.

*Dance Artists only: If your dance work is primarily choreographic or you have not performed within the past three years, it is not necessary to submit a personal performance video. Please submit a DVD or video link of your work demonstrating your choreographic skills and/or teaching skills, preferably in a residency environment. These samples may include student performers but not the choreography of your students. Follow all other work sample requirements for DVD submission listed below.

Please note the following requirements:

Digital Images: Visual Arts, Crafts, Architecture, or Design Arts
• Please submit a maximum of sixteen (16) digital color images on a thumb drive, CD or DVD representing no more than six (6) works. Ensembles must submit four (4) images per individual.
• Images must show your work clearly
• Detail shots should be included as necessary
• Sharp focus and adequate lighting will allow the panel to see your work at its best
• Include a Word file with:
  - Your name
  - The number (1-6) of each image
  - The title of the work
  - The dimensions of each piece in inches (height x width x depth)
  - The date of the work
  - Materials used in the work

DVDs/Video Links: Theater, Dance, Media Arts, Storytelling, or Inter-disciplinary Arts
• Please include two (2) works not longer than five minutes apiece, with your strongest work first.
• Interdisciplinary artists should submit at least one complete work.
• The images should be clearly lit.
• Include the entire scene, ensemble, or space.
• Include some details.
• Label the media with your name and the title(s) of the work(s).
• Create a list to accompany the work(s) that includes:
  - Your name
  - Title(s) of the work(s)
  - Please note whether there is sound for your video
  - Duration (no longer than 5 minutes each piece)
  - Date of completion of work
  - Where the work was performed
  - Number of performers
  - Production credits (production credits are important so that your role in the work is clearly stated and identifiable)
• Professionally produced videos are not required, but keep in mind that the panel should be able to see/hear the contents clearly enough to evaluate the work

CDs/Thumb Drives: Music or Media Arts
• Include three (3) works no longer than 5 minutes each work
• Put your strongest work first
• Create a list to accompany the work that includes:
  - Your name
  - Title(s) of work(s)
  - Composer and librettist’s names (if music recording)
  - Duration (no longer than 5 minutes each piece)
  - Date of completion of work
  - Where the work was performed
  - Number of performers
  - Production credits (production credits are important so that your role in the work is clearly stated and identifiable)
• Professionally produced audio files are not required, but keep in mind that the panel should be able to hear the contents clearly enough to evaluate the work

Poetry, Playwriting, Fiction, or Non-fiction Writing:
• Work should be typed or computer printed
• Please use size 12 font
• Submit work with a corresponding list containing:
  - Your name
  - Title of work
  - Date completed
- Where and when published, read, performed, taped or produced, as appropriate
- Locations and dates of any public readings of the submitted work

• Poetry:
  - Submit a maximum of ten (10) pages
  - Do not send original manuscripts

• Playwriting, fiction and non-fiction:
  - Submit a double-spaced manuscript of a maximum of 15 pages
  - Do not send original manuscripts

Manuscripts and Scores:
• Submit work with a corresponding list containing:
  - Your name
  - Title of work
  - Date completed
  - Where and when published, read, performed, taped or produced, as appropriate
  - Locations and dates of any public readings of the submitted work
  - Submit a maximum of two (2) works, totaling 15 pages

Please note: Applicants who would like their work samples returned to them must enclose a self-addressed envelope stamped with the appropriate amount of postage. Erie Arts & Culture will require copies of work samples of artists who are rostered to the Directory for its files.

Questions / Assistance?

We realize that you may have questions along the way as this process requires many steps, attention to detail, and thoroughness. Please don’t hesitate to call with any questions or concerns, or for clarification. Also, the application materials can be sent digitally on request. Thanks!

814-452-3427

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