



Oklahoma

Teaching Artist Roster

Applicant Handbook

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Applicant Handbook

Introduction

Thank you for your interest in joining the Oklahoma Teaching Artist Roster. By submitting an application, you begin the process of making a further commitment to the arts and arts education in Oklahoma. Included in this handbook is important information that potential applicants should understand. Please read the material carefully before submitting your application.

About the Oklahoma Arts Council

The Oklahoma Arts Council is the official state agency for the support and development of the arts. In leading the advancement of Oklahoma's thriving arts industry, the Oklahoma Arts Council awards hundreds of grants to organizations and schools statewide each year to support access to arts and education programs. In addition to offering the Oklahoma Teaching Artist Roster as a resource, services provided by our agency include professional development opportunities for the state's arts industry and management of the art collections at the Oklahoma State Capitol.

Purpose of the Oklahoma Teaching Artist Roster

The Oklahoma Teaching Artist Roster is a resource for connecting professional teaching artists with learners of all ages in schools and communities throughout the state. Roster artists may lead artist residencies in a variety of formats and locations, including: in-school programs, camps, youth and adult workshops, art therapy programs, and master classes. Oklahoma Arts Council grant funding may be available to support programs led by roster artists.



Program Disciplines

The Oklahoma Arts Council actively seeks professional artists with teaching skills and experience in the following disciplines:

- **Dance**
Choreography, creative movement, various dance forms
- **Drama/Theatre**
Acting, scriptwriting, scene and costume design, creative drama, mime, story creation and development
- **Literary Arts**
Creative writing, fiction, nonfiction, poetry, scriptwriting
- **Music**
Classical, contemporary, composing, ensemble, instrumental, vocal, music recording and sound engineering
- **Traditional/Folk Arts**
Dance, music, traditional hand crafted art from cultural traditions
- **Visual Arts**
Ceramics, design & graphic arts, drawing, painting, photography, printmaking, sculpture & 3-D, digital art making, computer animation, film and video production

To view artists/groups by discipline, please visit:
arts.ok.gov/Oklahoma_Teaching_Artists.html



Benefits to Artists

- The seal of approval of the official state arts agency
- Listing on the Oklahoma Arts Council website
- Active promotion through Council newsletters, publications, and social media
- First consideration when artist recommendations and inquiries are made to the Council
- In-house artist development workshops that are exclusively limited to artists on the roster



Eligibility Requirements

- Artists must be current Oklahoma residents.
- Artists representing cultural traditions must show evidence of authenticity.
- Artists must prove proficiency within the artistic discipline in which they apply.
- Artists must demonstrate sufficient experience and/or training as educators.
- Artists must be willing and able to support the Council's goal of expanding access to the arts to underserved communities, including but not limited to:
 - Rural communities
 - Under-resourced areas
 - Individuals with disabilities
 - Culturally diverse communities

- Artists must not have record of any felony offenses, unless 10 years has elapsed since the date of the criminal conviction or unless a pardon has been received for the criminal offense as per the provisions of the law.
- Artist must not have been convicted of any offenses subject to the Oklahoma Sex or Offenders Registration Act or the Mary Rippey Violent Crime Offenders Registration Act

Program Structure

Artists on the Oklahoma Teaching Artist Roster must be available to provide instruction in communities across the state. A successful residency is a cooperative partnership between the artist and the sponsor/school.

Teaching roster artist responsibilities include all or part of the following:

- Instructing students within a classroom or community learning setting
- Collaborating with the sponsoring organization to develop lesson plans and curriculum materials for teaching arts skills and concepts
- Providing hands-on learning experiences in the artist's chosen art form
- Prioritizing process-based learning that allows for sequential skill-building, and ensuring that each student receives no less than six hours of hands-on engagement with the art form during a residency or project
- Ensuring that in-school instruction supports appropriate state and/or national standards in the artist's discipline
- Leading professional development activities for classroom educators in order to reinforce arts learning and extend the impact of the residency
- Providing and implementing appropriate student learning assessment methods
- Providing guidance and direction in the collaborative creative work of student participants
- Assisting with the exhibition or other public presentation of creative work
- Consulting with school staff about strengthening arts education programming

Program Conditions

- Artist status on the roster is determined solely at the discretion of the Oklahoma Arts Council.
- Acceptance into the roster program does not guarantee bookings or residency work.
- Participants in the program are not employees of the Oklahoma Arts Council, and the roster program should be considered as supplemental to other marketing efforts by the artist.
- Sponsoring organizations select, contract, and pay artist for residency programs. The Oklahoma Arts Council does not issue payment to artists.
- Artists are selected, contracted and paid by presenting organizations, not the Oklahoma Arts Council.
- Entities eligible to apply for Oklahoma Arts Council grants include:
 - 501(c)(3) nonprofit organizations
 - City, county, and tribal governments
 - K-12 public schools
 - Universities
 - Public Libraries

Artistic Fees

As professional artists, all roster artists are free to negotiate their own fees. Artists are selected, contracted, and paid by individuals and organizations, not the Oklahoma Arts Council. Binding contracts are between the artist and the purchaser of services. Any fee ranges listed for teaching artists on the Oklahoma Arts Council website serve only as general guidelines to expedite the booking decision process.

Artist fees are to be negotiated by the artists and the sponsoring organization and may include compensation for travel expenses, meal and lodging costs, artistic, technical and/or other fees.

Qualities Sought in Teaching Roster Artists

The Oklahoma Arts Council is committed to attracting highly qualified professional performing artists who demonstrate commitment to their art form and possess the following qualities:

- Ability to create and present a product of high artistic quality
- Ability to keep time and scheduling commitments
- Excellent communication and organizational skills
- Flexibility in working with people with a variety of community values
- Ability to engage participants in age/developmentally-appropriate creative activities
- Ability to plan and design residency activities (alone or in partnership with others)
- Ability to teach hands-on skills techniques, knowledge, and concepts
- Ability to incorporate state and/or national standards for arts education
- Practical knowledge of classroom management, lesson planning, and student learning assessment
- Willingness to work towards school and/or community needs or educational goals
- Willingness to understand and abide by program guidelines
- Willingness to attend roster meetings and professional development sessions
- Willingness to work with community and/or school-based organizations
- Willingness to serve as goodwill ambassadors for the Oklahoma Arts Council

Artist Selection Process

Artists are selected through an application and interview process:

- **Applicant Phase**
 - Applications can be submitted anytime during the calendar year. Be sure to submit required support materials as noted in the application.
 - Council staff pre-screens all applications to validate requirements compliance. Applicants are vetted for transition to the Candidate Phase.
- **Candidate Phase**
 - Panelist review: scoring of application and support material by an outside panel of professionals.
 - Council staff will contact candidate to schedule interview.

- **Confirmation Phase**

- Submission of panelist recommendations to the Governor-appointed Oklahoma Arts Council board members for final approval.
- Applications submitted before January 1 will be considered for approval by the board during its March meeting. Applications submitted before May 1 will be considered for approval by the board during its June meeting. Applications submitted before August 1 will be considered for approval by the board during its October meeting. Approval dates are subject to change.

Additional Considerations:

- Candidates will be contacted by the Oklahoma Arts Council to schedule an audition, interview, or observation.
- Travel costs, housing, and meals associated with the audition, interview, or observation process are the responsibility of the applicant/candidate.

Review Criteria

Applicants will be reviewed according to the following criteria. Applicants should give careful consideration to each item.

General Application Quality

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

Artistic Quality

- Demonstrates a working knowledge about the artistic discipline represented including foundational concepts, elements and principles of the art form and some applied knowledge of the art form's history.
- Demonstrates an excellent ability to communicate knowledge about their own work
- Work samples demonstrate a level of professional quality

Instructional Aptitude

- Able to effectively articulate ideas, concepts, instructions, processes, etc., which are related to their artistic discipline
- Demonstrates knowledge of effective methods for instructional delivery, classroom management, and inspiring creativity
- Demonstrates strong organizational skills and flexibility for smooth instructional delivery

Curriculum and Lesson Planning

- Able to develop lesson plans aligning with state and/or national arts education standards for the relevant artistic discipline
- Able to establish age and developmentally appropriate arts learning goals for non-school arts programs or for artistic disciplines that do not have established state or national standards
- Commitment and ability to provide a thorough set of pre and post-visit materials to clients

Program Delivery

- Able to relate to students of diverse backgrounds and abilities
- Able to effectively relate the content of their programming to other content areas
- Able to effectively communicate and collaborate with classroom teachers, administrators, and other teaching artists
- Able to inspire and motivate eager and reluctant learners

How to Apply

Submit an online application at:
arts.ok.gov/Oklahoma_Teaching_Artists.html

1. Be prepared to provide the following information in the online application form:
 - **Artist/Organization Biography**
Tell your personal story including your background, personal growth and evolution as an artist. Discuss your interest in working in educational settings.
 - **Description of Proposed Programming**
Be as specific as possible. Include a description of learning goals, program activities, learning assessment strategies and potential program time line. NOTE: Only this programming will be considered for inclusion to the roster.
 - **Arts Learning Goals**
What will students learn? List the knowledge, skills, vocabulary, and/or concepts that you present in a class. Please list 3-5 primary goals. Be brief, but specific.
2. Be prepared to upload the following support materials using the upload button in the online application form:
 - **Artist Resume/Curriculum Vitae**
(Groups should submit resumes/curriculum vitae for all key personnel)
 - **Professional References**
Provide a list of references and describe your two most recent teaching opportunities with information for your primary site contact.
 - **Sample Curriculum Materials**
Upload the following in one document:
 - o Lesson plan for a sample residency
 - o One or more sample student assessment tools
 - o Sample artist contract of service agreement
 - o Post-visit artist invoice for services rendered
 - o Sample evaluation summary detailing artist's observations and student progress toward arts learning goals.
 - **Scanned copy of a completed OSBI Background Check completed within the past year, including a check of the Oklahoma Sex Offenders Registration Act and the Mary Rippey Violent Crime Offenders Registration Act**

3. Be prepared to provide a link in the online application form to your work samples. Below are work samples that should be included. NOTE: If you do not have a website, please use a free file-sharing site to host your work.
- **Visual artists (painting, drawing, sculpture, photography, media arts, and any visual art forms also considered folk/traditional art)**
 - 15-20 artist images
 - 10-15 images of student work created under artist supervision
 - **Performing artists (dance, drama, theatre, music, spoken word, storytelling, and any performing arts forms also considered folk/traditional art)**
 - 5-10 minute video of a recent artist performance
 - 5-10 minute video of student performance created under artist supervision
 - **Literary artists (creative writing, fiction, nonfiction, poetry, scriptwriting)**
 - 15 pages of artist writing
 - 5-10 excerpts or samples of student writing created under artist supervision

Questions

For questions related to the Oklahoma Teaching Artist Roster, please contact the Oklahoma Arts Council Arts Education Director at (405) 521-2036 or okarts@arts.ok.gov.



The Oklahoma Arts Council is the official state agency
for the support and development of the arts in Oklahoma.

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