

REQUEST FOR PROPOSALS

ARTWORKS SUMMER 2002

What is ArtWorks?

ArtWorks is the Arts & Cultural Council's arts-based youth employment program for students, ages 14 and 15. Professional artists, from visual and performing arts disciplines, provide instruction and mentoring to apprentice artists who benefit from improved thinking skills, personal qualities, interpersonal skills, and academic skills.

During Summer 2002, forty (40) students will be hired to work in the program. Two work groups: one performing and one visual will be selected. Each work group will have 20 apprentices. The program will take place at the Dr. Freddie Thomas Learning Center, 625 Scio Street, Rochester between July 15 and August 23, 2002.

ArtWorks is based on the premise that the arts prepare young people for the work force. The ArtWorks environment is a workplace. Apprentices (the students), most of whom have little or no previous art experience, will be paid at minimum wage (\$5.15/hr). Apprentice Artists will work 20 hours per week, from 12:30 pm to 4:30 pm.

Teaching Artists will be required to work 30 hours per week during the six-week session (12:00pm -5:00 pm, Monday through Friday); and approximately 20 hours prior to and 10 hours following the program. Pay for Teaching Artists will be \$23 per hour (\$700 per week). Assisting Artists will be required to work 20 hours per week during the six-week session (12:30 - 4:30 pm) Monday through Friday), and 7 hours prior to and 3 hours following the program. Pay for the Assisting Artist is \$8 per hour (\$176 per week).

Attendance at Artist Training and Orientation is mandatory for both Teaching Artists and Assisting Artists.

Who can apply?

Any interested Artist (hereafter referred to as Teaching Artist) is eligible to submit a proposal for the ArtWorks program with age appropriate arts-based curriculums. Selected artists will be required to have a background check prior to employment.

Timeline

Deadline for Proposals from Artists:	Friday, June 21, 2002
Notification of Artists:	End of June 2002
Recruitment of Apprentice Artists:	June to early July
Artist Orientation Dates	June 28 and June 29
Program Dates:	July 15 to August 23
Hours of Program	12:30 pm - 4:30 pm
ArtWorks Showcase and Commencement:	August 22

If you are interested in more information about ArtWorks, or need assistance with your proposal, contact Ginna Moseson at (716)473-4000, Ext. 203.

How will proposals be selected?

Proposals will be selected based on the following criteria:

Structural merit of program (curriculum):

- Quality of proposed program, demonstrating clarity, purpose and innovation
- Quality of proposed curriculum, showing realistic goals and objectives for the apprentice artists, including vocational and secondary education opportunities.
- Demonstrated ability to organize, implement, and complete programming ideas
- Clearly planned, itemized budget

Artistic merit of program (curriculum):

- Quality of artist's work, as demonstrated by slides, videos, and other documentation
- Depth of artist's experience in teaching and working with urban young people
- Quality of artist's professional training and background

Teaching Artists should have the following characteristics:

- mature, practicing professional artists with a minimum of three to five years of professional exhibitions, performances, etc.
- supervisory and administrative skills
- solid background in teaching urban youth, preferably in the 14-15 year age range.

Assisting Artists should have the following characteristics:

- At least 22 years of age
- An artistic background
- At least one year of experience working with teens in an urban setting preferred
- Good organizational skills

What is expected of a Teaching Artist?

- Develop and implement curriculum for up to 20 apprentice artists
- Select Assisting Artist.
- Attend orientation, training and staff meetings
- Abide by rules and regulations of the ArtWorks program
- Supervise Assisting Artist
- Supervise Apprentice Artists
- Handle discipline and workplace regulations according to Arts Council Guidelines
- Purchase, handle and deliver all supplies from designated local suppliers
- Supervise and maintain work space
- Participate in Apprentice Artist and program evaluation

What are the Arts & Cultural Council's responsibilities?

- Overall management of the work site in collaboration with school administrators
- All aspects of recruiting and hiring apprentice artists
- Providing a safe and adequate work site for the artists
- Handling the job and diversity training workshops
- Managing payroll for all artists

What are the Curriculum Guidelines for Proposals?

The "SCANS" should be the foundation of the curriculum. "SCANS" = "Secretary's Commission on Achieving Necessary Skills," U.S. Department of Labor. Teaching Artists will be asked to demonstrate how their proposed program will provide job skills as well as artistic skills to Apprentice Artists. (See attached list of SCANS, to be submitted with proposal.)

It is suggested that the first 20 hours of the curriculum focus on fundamental skills to ensure that all apprentices are equipped with the same depth of understanding. The first 10 hours should be spent on the fundamentals of the artistic discipline. The second 10 hours should be spent focusing on the fundamentals of the specific program (curriculum).

Artists are encouraged to include vocational exploration and post-secondary educational opportunities through guest speakers and/or field trips in their curriculum proposals on Fridays. For example, a trip to Geva Theater would expose apprentices to careers and occupations that support theater arts, including scene designer, costume designer, sound and light technicians. Students experience additional business and entrepreneurial aspects of the creative arts by inventorying, pricing and installing exhibition(s), or planning and promoting the performance(s) of their own work.

The last week of the program will be dedicated to finishing up projects, preparing for the final ArtWorks Showcase, and clean up and removal of all remaining art, supplies and equipment. **The final day of the program will be dedicated to clean up, pizza, and program evaluation.**

Programs that require extensive use of power tools or solvents will not be considered for the ArtWorks Program. According to the U. S. Department of Labor, young people under the age of 16 are not allowed to operate power tools, use solvents and cleaning chemicals, or operate manual paper cutters. Please contact the Arts Council for more information about age limits with specific equipment.

How to prepare your Budget.

Please determine the cost of the consumable supplies, materials, and equipment that you will need for up to 20 apprentice artists. Up to \$1,500 will be available for guest speakers, supplies and equipment that you will need to carry out your program. The equipment can be purchased or rented. Equipment may include: standing or tabletop easels, extension cords, power strips, pin up walls, chalk board, VCR, slide projector, kiln, Marley flooring, tape/CD player, music stands, power tools, television/monitor, piano, tables, chairs, drying racks shelving units, cameras, recording equipment, paper press, tumbling mats, risers.

ArtWorks Summer Program 2002

APPLICATION FORM

The application form is in 2 parts: 1) cover sheet, and 2) answers to Narrative Section #1-7. Please refer to the guidelines when preparing your application.

1. COVER SHEET: Please type or print clearly.

Name of Applicant: _____

Teaching Artist

Mailing address _____

_____ Zip _____

Daytime phone _____ Evening phone _____

E-mail _____

Note: If you have not yet identified your Assisting Artist, please describe the recruitment process in your proposal.

Name of Assisting Artist: _____

Mailing address _____

_____ Zip _____

Daytime phone _____ Evening phone _____

E-mail _____

Type of arts discipline proposed: _____

Briefly describe your proposed ArtWorks Program (Curriculum).

Applicant's Signature _____ **Date** _____

2. NARRATIVE SECTION

Please submit your typed responses to the following request for information, #1-7. Do not use a font smaller than 12 point. Please repeat the words that appear in all caps in each question. For example,
1. EXPERIENCE AS AN ARTIST.

1. Please describe your **EXPERIENCE AS AN ARTIST**, and why you would like to lead an ArtWorks apprentice program. (1/2 page).
2. Please describe your **EXPERIENCE IN TEACHING & SUPERVISING DIVERSE POPULATIONS** of youth. Describe any program that you are currently conducting in area schools or neighborhoods. Your resume should outline your teaching experience. (1/2 page)
3. Please provide a general **DESCRIPTION OF YOUR PROPOSED PROJECT.** (1/2 page)
4. Please describe a detailed 6 week **CURRICULUM**, week by week. We suggest that you devote the first few days to an Orientation and Fundamentals Intensive. (See guidelines). If you are using Guest Speakers for your program, please identify them and explain how they further your curriculum. The final week should be devoted to finishing projects, packing and cleaning up, and a closing ceremony where all programs showcase their work. Review and complete the SCANS guidelines before completing this question. (1 to 2 pages)
5. Describe the **FINISHED PRODUCT/S OR FINAL PRESENTATION/S.** Can the finished product/s be sold in retail outlets by the ArtWorks program? (Since this is a job, not a class, apprentice artists will sign a release for the program to sell all the artwork created. Any proceeds will go back into the program.)
6. Please write a brief **DESCRIPTION OF THE EXPERIENCE OF YOUR PROPOSED ASSOCIATE ARTIST.** (1/2 page). If you have not chosen your Associate Artists, describe the selection process.
7. Please provide a **BUDGET** for your proposed project. Round figures off to the nearest \$10. (1 page)

Sample Budget

Guest Speaker's Fees	\$_____
Identify each Guest Speakers and amount of honorarium	
Suggested honorarium \$100 each	
Consumable Art Supplies	\$_____
Itemize:	
Equipment or Nonconsumable Art Supplies	\$_____
Note if purchase or rental. Itemize:	
Other. Please itemize	\$_____
TOTAL PROJECT COST (Up to \$1,500)	\$_____

APPLICATION CHECKLIST

Make sure that your application package includes the following:

Application Materials

One Copy of:

- Cover sheet
- Application Narrative Section 1 – 7
- Completed SCANS form

Required Supporting Materials for Teaching Artist and Assisting Artist

- Teaching Artist's resume and list of teaching references

- Teaching references: 2 or 3 names of individuals who can serve as references for your teaching. Please include name, daytime phone number, and mailing address including zip code, and information about how the reference is knowledgeable about your teaching.

- Assisting Artist's resume

- Documentation of Teaching Artist's work:
 - Visual artists: up to 10 slides, clearly labeled with name of artist, medium and dimension of work. Video artists should submit a VHS tape.
 - Performing artists: audio or visual tapes, clearly labeled with name of artist, work performed, origin of work, etc.
 - Poet or writer: samples of work (up to 20 pages)

**PROPOSALS MAY BE SUBMITTED AT ANY TIME,
BUT NO LATER THAN TUESDAY, June 21, 2001, No Later Than 5 p.m.**

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SCANS Form: Secretary's Commission on Achieving Necessary Skills," U.S. Department of Labor. DIRECTIONS TO ARTISTS: Choose two skills in each category and describe how your curriculum will help an apprentice gain those skills. Each page is a different category.

ACADEMIC SKILLS	DESCRIPTION OF SKILL	DESCRIBE THE TASK(S) THAT WILL ENGAGE OR DEVELOP THIS SKILL.
Reading	Locates, understands and interprets written information in prose and in documents such as manuals, graphs and schedules	
Writing	Communicates thoughts, ideas, information and messages in writing and creates documents such as letters, directions, manuals, reports, graphs and flow charts	
Mathematics	Performs basic computation and approaches practical problems by choosing appropriately from a variety of mathematical techniques	
Listening	Receives, attends to, interprets and responds to verbal messages and other cues	
Speaking	Organizaes ideas and communicated orally	

INTERPERSONAL SKILLS	DESCRIPTION OF SKILL	DESCRIBE THE TASK(S) THAT WILL ENGAGE OR DEVELOP THIS SKILL.
Participates as Team Member	Contributes to group effort	
Teaches Others New Skills	Ability to teach new and old skills to peers	
Serves others	Works to satisfy customers expectations	
Exercise Leadership	Communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies	
Negotiates Leadership	Organizes ideas and communicated orally	
Works with Diversity	Works with men and women from diverse backgrounds	

THINKING SKILLS	DESCRIPTION OF SKILL	DESCRIBE THE TASK(S) THAT WILL ENGAGE OR DEVELOP THIS SKILL.
Creative Thinking	Generates new ideas	
Decision Making	Specifies goals and constraints, generates alternatives, considers risks and evaluates and chooses best alternative	
Problem Solving	Recognizes problems and devises and implements plan of action	
Seeing Things in the Mind's Eye	Organizes and processes symbols, pictures, graphs, objects and other information	
Knowing How to Learn	Uses efficient learning techniques to acquire and apply new knowledge and skills	
Reasoning	Discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem	

PERSONAL QUALITIES	DESCRIPTION OF QUALITY	DESCRIBE THE TASK(S) THAT WILL ENGAGE OR DEVELOP THIS SKILL.
Responsibility	Exerts a high level of effort and perseveres towards goal attainment	
Self-esteem	Believes in own self-worth and maintains a positive view of self	
Sociability	Demonstrates understanding, friendliness, adaptability, empathy and politeness in group settings	
Self-Management	Assesses self accurately, sets personal goals, monitors progress and exhibits self-control	
Integrity/Honesty	Chooses ethical courses of action	

INFORMATION SKILLS	DESCRIPTION OF SKILL	DESCRIBE THE TASK(S) THAT WILL ENGAGE OR DEVELOP THIS SKILL.
Acquires & Evaluates Information		
Organizes & Maintains Information		
Interprets & Communicates Information		