



## **ARTISTS IN THE SCHOOLS Arts Partner Information 2018-2019**

### **About the Arts & Humanities Council of Tulsa**

The Arts & Humanities Council of Tulsa is the champion for area arts and culture. Diverse education programs advance its mission to cultivate a more creative Tulsa through education, advocacy, and partnerships. The Council partners with arts organizations, individual artists, patrons, school districts, educators, community groups, businesses, and government. The Council seeks to nurture innovation, artistic quality, and professional development; broaden public and private support of the arts; and introduce the arts and humanities to new audiences. The Council is among the largest privately funded local arts agencies in the region and depends upon support from private foundations, corporations, and individuals for its annual operation.

### **About Artists in the Schools**

The Artists in the Schools (AIS) program serves to provide students with high-quality experiences in the arts that inspire their creativity and confidence, further their academic learning, and foster their life-long appreciation of and participation in the arts. It also serves to provide teachers with new ideas for teaching and integrating the arts throughout the core academic subjects while also fostering their appreciation for how the arts can enrich their classrooms and the lives of their students.

Through AIS, the Arts & Humanities Council of Tulsa (AHCT) provides professional Teaching Artists in visual, performing, and literary arts to schools for enriching educational experiences. These Teaching Artists are professionals within their artistic discipline and have been selected through a rigorous application process by a panel of professional artists, educators, and invested community members.

Not only do the experiences provided by the Teaching Artists raise students' awareness of the role of the arts and professional artists in the community, they complement existing arts education by achieving the following outcomes:

- Students will gain a deeper understanding of contemporary art.
- Students will learn something new about one or more contemporary artists.
- Students will learn about how contemporary art was made.
- Students will learn about another culture through art.
- Students will gain a deeper understanding of the historical time period of works of art.
- Students will develop and understand a work of art based on the exploration of many ideas.
- Students will have an opportunity to express ideas and interpretations of works of art.
- Students will think about art in new and different ways.
- Students will learn new ways of thinking.
- Students will generate new ideas.
- Students will consider different perspectives.
- Students will gain a deeper understanding of artistic media and techniques.
- Students will feel confident using new artistic media or techniques to communicate ideas.
- Students will use artistic media or techniques in their own way.
- Students will learn new ways to express creativity.
- Students will be motivated to express creativity.



- Students will seek other opportunities to express creativity.
- Students will identify as a creative person.

In addition, through these high-quality arts experiences, students will cultivate the skills needed to succeed not just in the classroom but throughout life. These valuable skills include creativity, imagination, critical thinking, communication, and collaboration.

In the case of an Arts Partner, a local arts organization applies to AIS with their specific educational programming. The professional artists affiliated with the organization who implement this programming are considered Teaching Artists and are subject to the descriptions, expectations, policies, and procedures outlined below.

### **About Teaching Artists**

“A teaching artist is a practicing professional artist with the complementary skills and sensibilities of an educator, who engages people in learning experiences in, through, or about the arts.” – Eric Booth

Teaching Artists have ability, skills, and a knowledge base in three areas – art, education, and business.

#### *Artistic Aspect*

- Have formal training and/or years of experience in one’s artistic discipline.
- Maintain a current professional practice (perform, exhibit, publish, etc.).
- Continuously self-reflect and self-asses one’s work and process.
- Participate in professional development and other opportunities for growth.
- Be involved and invested in the local arts community.
- Know the history of one’s artistic discipline and the current societal context of one’s own art form.

#### *Educational Aspect*

- Collaborate effectively with teachers, administrators, students, staff, parents, and the community by staying flexible and understanding the needs of everyone involved.
- Engage a roomful of students of different ages, interests, abilities, learning styles, genders, races, cultures, and developmental stages.
- Create developmentally-appropriate lesson plans that meet stated objectives and effectively evaluate the success of the program or class.
- Seek resources and opportunities for learning and growth.
- Cultivate relationships and develop affection for the population one is teaching.
- Have classroom management skills.
- Understand child development and multiple intelligence theory.
- Have an understanding of current state curriculum standards and how to integrate them into teaching.
- Have a knowledge of and familiarity with the school system one is working in.

#### *Business Aspect*

- Manage time and schedule effectively.
- Communicate articulately and promptly verbally and/or in writing (email included).
- Exhibit professionalism in appearance, behavior, and attitude.
- Be well-prepared.
- Promote oneself and one’s work as an artist and Teaching Artist.



## **Expectations for Arts Partners and Affiliated Teaching Artists**

### *High-quality professionalism in appearance.*

- Dress well and appropriately when meeting with school staff and when teaching students.
  - Unless you are teaching dance or moving around for theater, sweats, yoga pants, and t-shirts are not acceptable.
  - Clothing should not be revealing or have inappropriate images or words.
- Your self, clothing, and materials should be clean, put together, and appear well taken care of.
- You can express your individuality through your clothing as well as teach your art form effectively while still appearing professional.

### *High-quality professionalism in behavior.*

- Show up to meet with school staff and/or teach on time.
- Be well prepared with subject material and supplies. Plan ahead and be ready to go when you walk in the door.
- Gather whatever information you will need beforehand to teach or perform to the best of your ability and to give the students the best arts experience possible.
  - Know where the school or other site is located and how long it will take you to get there.
  - Leave extra time to find parking and sign-in at the school or site office.
  - Ask the teacher or coordinator where to go upon your arrival.
  - Work with the teacher or coordinator to clarify any questions about where you will teach, to how many students, to what grades, etc.
  - Ask about the student population you will be working with – find out who you will be teaching and what their needs are.
- Be conscious with your communications.
  - Respond promptly to all communication (1-2 days).
  - Email communications should be clear and well-written, using proper grammar, spelling, and punctuation.
  - Communications – by phone, email, or in person – should be friendly and articulate.
  - Read emails thoroughly to make sure you don't miss any details.
  - No cursing or use of other inappropriate language when you are in a school or other site; be sure any videos you show also have clean language.
- Turn in paperwork on time.

### *High-quality professionalism in attitude.*

- Be humble, respectful, and kind to students, teachers, and other school staff.
- Be open, flexible, and willing to adapt; listen to what the students, teachers, and schools need.
- Stay positive and encouraging. If you are having a bad day, don't take it out on the students!
- Remember you are providing the only arts experience a student might receive – your attitude should reflect that sense of service.

## **Policies and Procedures for Arts Partners and Affiliated Teaching Artists**

### *Application Process*

- Arts Partner applications are due Friday, March 2<sup>nd</sup>, 2018 by 5:00pm. Applications turned in after that time will *not* be considered.
- Incomplete applications will *not* be considered.



- It is the responsibility of the applicant to make sure all components of the application have been completed and turned in; you will not be informed if a piece of your application is missing.
- All Arts Partners *must* re-apply using the new application process even if they have been a part of the program before.
- Please consider your commitment to being an Arts Partner before applying; take into consideration all that is required and if your organization can fulfill the expectations completely and to a high standard.

#### *Acceptance into the AIS Program and Directory*

- Accepted applicants will be informed by Sunday, April 1<sup>st</sup>, 2018.
- If you are chosen to be included in the AIS Program and Directory, an organization photo or logo, W9, Certificate of Liability Insurance, and signed artist contract are due by Monday, April 16<sup>th</sup>, 2018.
  - AHCT requires that all Teaching Artists have a background check. If the Arts Partner does not run its own background checks, disclosure forms for all affiliated Teaching Artists must be turned in to AHCT by Monday, April 16<sup>th</sup>, 2018.
- All Teaching Artists *must* attend one of two professional development workshops in the summer of 2018 unless the Arts Partner organization provides its own professional development for training professional artists who will be teaching in schools.
- Only Arts Partners and their affiliated Teaching Artists accepted into the AIS program and included in the Directory will be allowed to teach in schools.
  - It is important for schools to know that the arts organizations and Teaching Artists in their classrooms have undergone a formal application and acceptance process that ensures the highest quality arts education experience.
  - It is not fair to arts organizations who did apply and were accepted into AIS to miss a teaching opportunity because it was given to someone who did not have to go through the same process.
- If you are accepted into the AIS program, you must keep the AHCT School & Community Program's Manager updated on any changes to the Arts Partner's information (address, phone number, contact name, etc.).
  - This information is needed to pay you. If you have not provided current information, it may delay your paycheck.

#### *Receiving and Responding to Requests*

- Requests for your offerings will be emailed to you by the School & Community Programs Manager.
- If you do not respond to a request from a school or teacher within *one week*, the request will be canceled or sent to another Arts Partner or Teaching Artist.
  - We understand that you have busy lives; please understand that teachers do too, and they are trying to plan their curriculum for an entire school year and request you where you fit in to their lessons.
- Copy the School & Community Programs Manager on any scheduling communication with the teacher or school so she/he can stay updated on when you teach.
  - Always be sure the School & Community Programs Manager knows when you will be going to a school or other site to teach!
- If you go into a school to teach and expect to be paid by AHCT, we *must* have a formal request by the school or a teacher.



- Feel free to market yourself and your offerings to teachers, principals, or other school staff as long as you reinforce that anyone interested in scheduling you must complete and turn in a request form.
  - AHCT cannot provide lists of names, phone numbers, or email addresses for school contacts in Tulsa and surrounding areas/districts.

#### *Teaching*

- Arrive 15-20 minutes early to your school or site to ensure time for parking, signing in, and setting up.
  - Arriving late is unacceptable; continued reports of tardiness will result in being dropped from the program.
- Follow the school or site's sign-in procedure.
- After you teach, make sure the room is cleaned and put back the way you found it.

#### *Evaluation*

- Teachers, site coordinators, or principals will be emailed a survey link after you teach to evaluate the content of your class as well as the Teaching Artists' professionalism in appearance, behavior, and attitude.
- Arts Partners will receive an end-of-year written evaluation incorporating teacher and school comments as well as comments by the School & Community Programs Manager.
- If there are concerns about an Arts Partner or specific Teaching Artist before the end of the year, the School & Community Programs Manager will contact the Arts Partner to discuss.
- Cause for removal from AIS may include, but is not limited to the following:
  - Lack of professionalism in appearance, behavior, and attitude.
  - Failure to abide by the contractual agreement.
  - Lack of communication with AHCT, the School & Community Programs Manager, teachers, or site liaisons.
  - Continuously showing up late or unprepared.
  - Implementation of a program other than what was described in the AIS directory or chosen by the requesting party.
  - Unsatisfactory evaluations from teachers, schools, or AHCT.
  - No bookings throughout the year.
  - Low skill or proficiency in implementing an appropriate class for PreK-12 students.
  - Inability to abide by the expectations, policies, and procedures laid out for Arts Partners and Teaching Artists by AHCT.
- An Arts Partner or specific Teaching Artist may be removed from the AIS program at any time for the above-mentioned reasons.

#### *Pricing*

- Arts Partners are allowed to determine their own pricing dependent on how long the program lasts, what resources are required, and how many Teaching Artists will be on site.
  - Keep in mind that schools have limited money when you price your programs!
  - AHCT charges \$25 per class, which lasts between 30 minutes to an hour and includes 25-30 students. A class is also referred to as a unit.
- Administrative Fee
  - AHCT charges a 10% administrative fee for the coordination of the program to be paid by the school district, school, or organization paying for the program.

#### *Payment*



- The Arts Partner will receive a Certificate of Service for classes taught.
- These forms must be filled out and signed by the Arts Partner and teacher, site coordinator, or school principal once the program has been completed.
- The Certificates of Service must be turned in to the School & Community Programs Manager at AHCT by the 1<sup>st</sup> of every month at 10:00am to be paid *within 30 business days*.
  - Any certificates not turned in by 10am on the 1<sup>st</sup> will *not* be processed until the next month.
- Paychecks will be sent out via mail.
  - Paychecks will be sent to the Arts Partner. It is the Arts Partner's responsibility to pay their individual Teaching Artists.
  - If you want to pick up your paycheck at the Hardesty Arts Center, you must fill out a form at the beginning of the school year designating that you will pick up your paycheck from AHCT for the entire academic year.
- Direct questions concerning payment to the School & Community Programs Manager, Aleks Kitchens, at [akitchens@ahct.org](mailto:akitchens@ahct.org).