



# **Oklahoma**

# **Teaching Artist Roster**

# **Applicant Handbook**

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# **Oklahoma Teaching Artist Roster**

## **Applicant Handbook**

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### **Introduction**

Thank you for your interest in joining the Oklahoma Arts Council's 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 you, as a potential applicant, should understand. Please read 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. Through grants, services and programs the Council supports Oklahoma's \$314 million nonprofit arts and cultural industry and develops the state's cultural infrastructure.

### **Purpose of the Teaching Artist Roster**

The purpose of the Oklahoma Teaching Artist Roster is to provide interested parties with a resource list of professional artists who wish to share their talent, experience and expertise with schools and communities throughout the state. Roster artists make themselves available for artist residencies such as school programs, camps, youth and adult workshops, art and therapy programs or master classes. Programs may be eligible to receive support through Council grants; however, they can be solely funded by the host organization and other sources.

## Program Disciplines

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

- **Creative Writing & Literary Arts**  
Creative writing, fiction, nonfiction, poetry, scriptwriting
- **Dance**  
Choreography, creative movement, various dance forms
- **Media Arts & Photography**  
Computer animation, digital art making, film & video production, music recording and sound engineering
- **Music**  
Classical, contemporary, composing, ensemble, instrumental, vocal
- **Spoken Word**  
Spoken performances based on original literary works (poetry, rap, and monologues)
- **Theater & Storytelling**  
Acting, scriptwriting, scene & costume design, creative drama, mime, story creation & development
- **Traditional Arts & Fine Crafts**  
Dance, music, traditional hand crafted art from cultural traditions
- **Visual Arts**  
Ceramics, design & graphic arts, drawing, fine crafts, painting, photography, printmaking, sculpture & 3-D

To view artists/groups that are representative of each discipline, please visit:  
[http://www.arts.ok.gov/Oklahoma\\_Teaching\\_Artists.html](http://www.arts.ok.gov/Oklahoma_Teaching_Artists.html)



## Benefits to Artists

- The “seal of approval” from the official state arts agency
- Listing on the Council’s 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 applying.
- Artists must not have record of any felony offenses, unless 10 years has elapsed since the date of the criminal conviction or has received a pardon 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 Teaching Artist Roster make themselves available to serve teaching residencies for sponsoring organizations such as schools and arts centers in communities across the state. A successful residency is a cooperative partnership between the artist and the sponsor/school.

How does a teaching artist residency take place?

1. Sponsoring organizations contact artists directly and negotiate the terms of contracted arts instruction services.
2. The sponsoring organization consults with the artist to plan arts programming (which may be eligible for support through Council grants) and negotiate a service contract.
3. If the sponsoring organization pursues Council grant support, they must submit a grant application detailing the project proposal to the Council for review. Organizations should be aware of Council grant deadlines.
4. If awarded grant funds, the sponsoring organization must use those dollars to pay related program costs, which could include artistic fees.

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 making of the artist's chosen art form
- 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
- Participating in community discussions about the arts
- Consulting with school staff about strengthening arts education programming

## **Program Conditions**

- Artist status on the roster is determined solely at the discretion of the 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.
- Entities eligible to apply for grants include:
  - Organizations that are non-profit, non-religious, 501(c)(3) tax-exempt and incorporated in the State of Oklahoma
  - Public School Districts
  - Public Libraries
  - Public Universities or Colleges
  - Entities of Local Government (cities or counties)
  - Tribal Governments

## **Artistic Fees**

As professional artists, roster artists are free to negotiate their own fees and are encouraged to do so in accordance with current market rates.

## Qualities Sought in Teaching Roster Artists

The Oklahoma Arts Council is committed to attracting highly qualified professional teaching artists with a demonstrated commitment to their art form who possess the following qualities:

- Ability to create and present products of high artistic quality
- Ability to keep time and scheduling commitments
- Excellent communication and organizational skills
- Flexibility in working with people from a variety of community attitudes and 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 in instruction
- Adept in 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

Through the following process, artists selected for recommendation to the Teaching Artist Roster will have demonstrated excellence in the mastery of their art form, proficiency and skill as an arts instructor, individual marketing efforts, lesson planning and the ability to interact effectively with children and adults.

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.
  - 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.
  - 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.
  - Successful applications submitted before January 1 of a calendar year will be reviewed and voted on by the board during its June meeting.

## Additional Considerations

- Candidates that require an in-person audition, interview or observation will be contacted by Council staff to schedule arrangements.
- Phone or web chat interviews may be conducted for artists that do not require an in-person visit. Phone or web chat interviews will be scheduled by Council staff based on panelist availability.
- Roster applicants will not be accepted to the roster without the minimum of a phone interview during the Candidate Phase.
- 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
- Introduces and incorporates the vocabulary, concepts, foundational knowledge and/or history of their art form throughout instruction
- Able to design and implement effective and appropriate methods for assessing student learning
- Commitment and ability to provide a thorough set of pre and post-visit materials to clients
  - Minimum pre-visit materials would include: 1) a basic lesson or learning unit outline (summarizing the overall scope of a series of class sessions); and, 2) a sample artist's contract, service agreement or letter of intent.
  - Minimum post-visit materials would include: 1) a sample artist's invoice for services rendered; and, 2) a sample artist's exit statement including a list of the activities, skills, techniques and knowledge addressed with students, and the artist's impression on the student's progress.

## 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

1. Submit an online application available at:  
[arts.ok.gov/Oklahoma\\_Teaching\\_Artists.html](https://arts.ok.gov/Oklahoma_Teaching_Artists.html)

Be prepared to provide information in your application regarding the following:

- **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.
- **Artist Statement**  
Describe your work, its ongoing development, and your artistic process.
- **Professional Achievements**  
List and date professional achievements you consider to be important in your work as an artist. Include published works, performances, awards, recordings, exhibitions, and lectures.
- **Impact Statement**  
Describe the impact that your professional work can have on student participants, teachers, parents and/or small communities. Articulate the benefits of your teaching to students within and outside the realm of your art form.
- **Arts Educational Statement/Philosophy**  
Describe your approach to teaching and learning as well as your goals for the students you teach.
- **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.
- **Special Skills**  
Please list any special skills you possess, apart from those related to your art form, which you feel could be beneficial in your work as a teaching artist.
- **Professional References**  
Please list and describe below your two most recent teaching opportunities within the last year.

2. After submitting an online application, gather the following support materials.

- **Cover Letter**  
Explain your interest in joining the Oklahoma Teaching Artist Roster
- **Your Artist Resume/Curriculum Vitae**  
(Groups should submit resumes/curriculum vitae for all key personnel)
- **Sample Curriculum Map**  
Include a list of learning goals specific to the art form represented, lesson plans and activities for a minimum of three class sessions, and assessment tools that measure student learning and progress.
- **Sample Curriculum**  
Include learning goals, lesson plans, activities, and assessment tools
- **Sample Pre and Post-Visit Materials**  
Minimum pre-visit materials would include the minimum of a basic lesson or learning unit outline (sample curriculum) and an artist's contract, service agreement or letter of intent.

Minimum post-visit materials would include an artist's invoice for services rendered; an artist's exit statement with a list of activities, skills techniques and knowledge addressed; and the artist's impression on students' progress.

- **Work Samples**
  - **Creative Writing & Literary Arts**  
Portfolio with up to 15 pages of writing  
5-10 excerpts or samples of student writings  
5-10 minute DVD video of artist and student engagement during instruction
  - **Dance**  
5-10 minute DVD video of an individual performance (may include samples of original choreography in notated or video form)  
5-10 minute DVD video of student performance under artist direction  
5-10 minute DVD video of artist and student engagement during instruction
  - **Media Arts & Photography**  
15-20 minutes of audio CD and/or video DVD recordings, samples and/or stills of short films, videos, storyboards, audio mixing/recording, CG animations, etc. (Media Arts)

15-30 individual portfolio images on CD (Photography)

5-10 samples of student work

List technical equipment owned that is available for residencies

5-10 minute DVD video of artist and student engagement during instruction

○ **Music**

5-10 minute DVD video of an individual performance (may also include recordings of original compositions, arrangements, and/or conducting)

5-10 minute DVD video of student performance under artist direction

5-10 minute DVD video of artist and student engagement during instruction

○ **Spoken Word**

Portfolio with up to 15 pages of writing

5-10 minute DVD video of recorded performance representative of programming to be used in residencies

10-15 samples of student work

5-10 minute DVD video of artist and student engagement during instruction

○ **Theatre & Storytelling**

5-10 minute DVD video of an individual performance (may also include excerpts from original scripts and/or directing)

5-10 minute DVD video of student performance under artist direction

5-10 minute DVD video of artist and student engagement during instruction

○ **Traditional Arts & Fine Crafts**

Portfolio with up to 10 images on CD (visual artists)

5-10 minutes of DVD video of an individual performance (performing artists)

5-10 minutes of DVD video of student performances under your direction (performing artists)

List any specialized tools or equipment owned and available for residencies

5-10 minute DVD video of artist and student engagement during instruction

- **Visual Arts**

- 15-30 individual portfolio images on CD

- 10-20 student work images on CD

- List any specialized tools/equipment owned and available for residencies

- 5-10 minute DVD video of artist and student engagement during instruction

3. Mail support materials to:

Oklahoma Arts Council  
Attn: Oklahoma Teaching Artist Roster  
P.O. Box 52001-2001  
Oklahoma City, OK 73152-2001

**NOTE:** Submitted support materials will not be returned. Please do not submit original/irreplaceable materials.

## Questions

For questions related to the Oklahoma Teaching Artist Roster, please contact the Oklahoma Arts Council's Director of Arts Education Programs at (405) 521-2931 or [okarts@arts.ok.gov](mailto: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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