

Before the Residency

Consider forming an Artist in Residence Committee made up six to eight teachers, administrators, parents, and other interested community members to help design and implement the residency.

- Develop residency goals that are mutually rewarding for you and the artist.
- Work in partnership with the artist by sharing your objectives and goals for all of the components of the residency.
- Develop realistic plans. Establish residency dates and develop a residency schedule with the artist and residency committee.
- Submit the residency agreement and schedule to the AIE office before the start of the residency.
- **Focus on the artistic process so the residency does not become product-driven.**
- Discuss with the artist how you might integrate curriculum aspects into the residency.
- Consider behavioral as well as educational expectations. These can include:
 - Strengthening the ability to assert independence;
 - Enhancing self-image and self-esteem;
 - Improving communication skills;
 - Improving coordination of fine and/or gross motor skills;
 - Naming and expressing inner feelings and moods;
 - Building discipline and concentration skills; and
 - Enhancing the ability to work cooperatively in a group.
- Determine space requirements, set-up, and materials/supplies that will be needed.
- Discuss with the artist(s) how you and/or other teachers can be actively engaged while they are conducting components of the residency.
- Design a plan of how you, other teachers, and/or the artist(s) will periodically review the progress and goals of the residency.

During the Residency

Serve as primary liaison between artist and site.

- Respect the residency schedule established during the planning session. If you need to amend the schedule, discuss proposed changes with the artist and residency committee. If a significant change is proposed, confer with the AIE staff before proceeding.
- Be flexible if change is needed. New ideas may emerge as the artist and participants work together. As a result, the original residency plan may change.
- Maintain open communications. Teachers, staff, the on-site coordinator and administrator should talk and share ideas every day with the artist.
- Move to resolve misunderstandings or potential problems immediately, informing the AIE staff of any major concerns.
- Check with your treasurer or business manager to ensure the artist's financial paper work is in order and processed in a timely manner. The site's portion of the artist fee is due upon receipt of the stART SOMETHING-generated invoice at the end of the residency. Other expenses (materials, mileage, lodging) that the artist might have incurred is due to him/her on the final day of the residency.
- Document the students' participation in the creative process throughout the residency.
- Solicit student evaluations of the residency.
- Serve as an AIE Program advocate by inviting educators, legislators, and members of the larger community to participate in the residency activities.

After the Residency

- Meet with residency committee to develop follow-up plans to extend, expand, or amend the residency experience.
- Complete the host evaluation and prepare support materials including documentation. Documentation may include photos, videos, student journals – anything appropriate that documents the students' participation in the creative process. Teacher and student letters and questionnaires may be included. Return them to stART SOMETHING within 30 days after your residency ends.
- Remember to thank individuals and organizations that contributed to the success of the residency, especially state legislators, school board and city council members, media representatives and local funders.
- Offer to mentor others in your school district, organization or community who want to learn more about sponsoring a residency.
- Present a workshop on the residency during a future professional conference or in-service. If you would like your residency artist to co-present, call the AIE office to learn about possible funding to support the artist's participation.