

The Artist in School and Community

Workshop Planning

Contracting a Professional Artist

Artist's Fee Guidelines

Sample Contract

Artists' Needs Sheet

Feedback Forms

Artist Registration Form

Workshop Planning (Expectations, Classroom Management etc.)

The school/community organization who is contracting the artist and the artist him/herself should talk about the workshop well in advance to discuss workshop details. A written contract that entails the details discussed is a helpful tool to remind the school/community organization and the artist about responsibilities and expectations (see *Sample Contract*). A visiting artist might need special equipment or facilities to conduct a workshop or simply the classroom arranged in a certain way (see *Artist's Needs Sheet*). For a list of current funding options, check out the Northern Sport, Culture & Recreation District's webpage: www.nscrd.com.

Expectations of School/Community Organization Staff

- **Before the workshop:** Discuss workshop content, check for realistic time lines, age appropriate skill requirements, etc.
- Contract artist (see Sample Contract)
- Determine artist's needs (see Artist's Needs Sheet)
- Inform the artist about any special needs of participants and plan together to make necessary accommodations
- Ensure all requested materials and other requirements are set up as arranged with the artist
- **During the workshop:** The artist is to lead the session, but assistance in any way needed helps to ensure a successful workshop experience
- Staff should be present at all times. For school settings: Teachers are responsible for classroom management, respectful behaviour of students etc., NOT the artist
- **After the workshop:** Have payment ready for the artist at the end of the workshop (or as agreed per contract)
- Evaluate the workshop experience with participants, get feed-back for future program planning
- Do a post evaluation (see Feedback Form)

Expectations of the Artist(s)

- **Before the workshop:** After agreeing to conduct a workshop, ask for a written contract
- Prepare the workshops to be challenging for the participants, age appropriate and have ample time to finish the project. Be well organized!
- Explain workshop procedure and expectations of staff/workshop assistant
- Organize workspace according to number of participants and best workshop flow
- For school/youth organization settings: Discuss classroom management and discipline plans (those are the responsibility of the teacher/youth worker)
- If possible, arrange a visit to the school/community organization to meet with your contact for questions and to see the workshop space
- At the day of the workshop, arrive at least half an hour in advance to set-up the workshop/introduce yourself to school/community staff
- **During the workshop:** Explain workshop procedure and expectations to your participants
- Be respectful at all times
- Use more than just one way of explaining things (I.e. talk and show)
- Ask participants if instructions are clear, repeat where necessary
- Break up difficult tasks in little steps
- Try to stay within the scheduled time frame. Allow time for clean-up
- School/youth organization setting: Disrespectful behaviour is a choice a student makes. They can change their behaviour at any given time. If the student continues to disrupt the dynamics of your workshop and prevents others from participating, you may want to ask the teacher/youth worker to remove this student from your workshop
- **After the workshop:** Make sure the workshop space is left as orderly as you found it
- Ask participants for feed-back on your workshop, so you can improve the quality of your workshop
- Do a post evaluation (see Feedback Form)

Contracting a Professional Artist

The need of arts and culture programming, exhibits and performances in our schools and communities and having the funds to pay for the artists are often a challenging balancing act for school and community administrators. The *Artist Fee Guidelines* below give you an idea of fair payment from the artist's perspective.

The Saskatchewan Arts Profession Act requires a written contract between artists and engagers. The contract must include specific basic elements which are detailed in the *Checklist for Written Contracts*, provided by the Ministry of Tourism, Parks, Culture and Sports. (See <http://www.tpcs.gov.sk.ca/contract-checklist>). The *Sample Contract* for school/community workshops does not claim to be complete, but gives you an idea for a template that your school could adapt.

Artist Fee Guidelines

Professional artists gained their knowledge and expertise over many years of study, work experience and professional development. Artists contribute greatly to a community's vitality through performance, exhibition, and workshops. Many traditional artists in Northern Saskatchewan are valued for their traditional knowledge and keeping their traditions alive. And yet, the average payment an artist receives does not reflect the important contribution the artists make to our communities' well being.

Most of Northern Saskatchewan's communities do not have their own galleries and exhibitions are hung in public spaces such as libraries and schools and most artists dream of being paid a minimum exhibition fee, never mind a fee at all! However, if artwork is hung in a public space, the artist should receive reimbursement. Find funding options for your art project or organize a local fund-raiser on the exhibition's behalf.

Minimum fees as suggested by CARFAC (see sidebar) represent fair payment from the artist's perspective, but schools and communities struggle to provide the above rates. The *Prince Albert Artists in Schools and Community Manual* (developed by Common Weal) suggests an hourly rate of \$50 or \$200 per day, which is comparable to what a substitute teacher would be paid. This rate was agreed upon by CARFAC Sask and the Prince Albert Community School Coordinators.

It will be up to the schools and communities in Northern Saskatchewan to decide what fees they want to adopt under their own policies. However, we hope to promote with this handbook an understanding of the value of the arts and artists in our schools and communities and the necessity to pay an artist for their time and expertise in a fair and respectful manner.

The artists' organization CARFAC lobbies for fair payment for artists and developed a minimum fee schedule (<http://www.carfac.ca/membership/fees/>) In 2011 CARFAC suggests as minimum pay for an artist to do a workshop or presentation in your school/community

\$ 249 per half day (under for hours) or

\$ 440 per full day (over four hours).

The current minimum exhibition fee for a solo exhibition (CARFAC 2011) is \$ 1639. Assuming that the preparation of artwork for the show took the artist 400 hrs, the fee represents payment for the artist's work at \$ 4.10 an hour.

This agreement made this _____ day of _____ 20_____.

School/Community

Organization: _____

Address: _____

Community: _____ Postal Code: _____

Phone #: _____ Fax #: _____

(herein called the engager)

Contact Person: _____

Phone #: _____ e-mail: _____

AND

Name of Artist: _____

Address: _____

Community: _____ Postal Code: _____

Phone #: _____ Fax #: _____

e-mail: _____ webpage: _____

A. Contract Purpose

To offer age appropriate workshop sessions in _____
for children/youth/adults ages _____ to _____. The workshop leader will conduct _____
workshops for a group of max. _____ participants in each workshop.

B. Workshop Location/ Hours

Classroom teacher/contact person: _____ Location/Room#: _____

The workshop leader will meet _____ min. prior to the workshop start with _____.

C. Materials

- The engager will provide the following materials required for the workshop:

- The workshop leader will provide the following materials, please provide us with an invoice/receipt for re-imbusement: _____

- It is the workshop leaders responsibility to provide and pay for the following materials:

D. Reimbursement

The workshop leader will be reimbursed with a total of _____ for _____workshop hours. Payment will be due on _____.

- In addition, the workshop leader will receive mileage for travel at ____cents/km.
- Travel expenses are the responsibility of the workshop leaders.
- Travel expenses not applicable.

E. Proper Protocol of Handling Artwork Brought in by the Artist

The engager will respect the artist’s rights and will follow the protocols as determined by the artist:

F. Termination of Contract

In case of termination of the contract through either party, workshop leader and engager agree to

Workshop Leader

Date

Witness

Date

School/Community Representative

Date

Witness

Date

Artist's Needs Sheet

School/Community Organizations should make sure all requirements are fulfilled in advance of the workshop. Clarify who is responsible for which tasks.

Name of Artist(s): _____

Location of Workshop/Room #: _____

Date/Time of Workshop: _____

School/Community Contact: _____

1. Supplies Needed

Quantity	Description

Who will order/organize supplies? _____

2. Facilities/Classroom Arrangement Needed

Who will book facilities/arrange room? _____

3. Equipment Needed

Who will set-up/check/organize equipment? _____

4. Other Needs (i.e. elder escort, transportation, set-up help)

Feedback Form Artist

Thank you for being a workshop leader in our school/community. Your opinion is important to us to improve future programs. We would appreciate, if you could take a few minutes to fill out this questionnaire.

Artist Name: _____

Workshop Description: _____

School/Community: _____

1. Was leading the workshop an enjoyable experience for you? Yes No

Why? _____

2. Were you provided with all requirements needed? Yes No

If not: What was missing? _____

3. How did your participants engage in your workshop?

Very attentive and engaged Somewhat engaged Not interested

4. What do you feel is the most valuable experience you and/or your participants took home from your workshop?

5. What could be improved in the future?

6. Did the Northern Saskatchewan Arts and Culture Handbook help you to gain more exposure and/or work as an artist? Yes No

Please return to workshop
organizer and mail a
completed feedback form to

NSCRD

Box 1097

La Ronge, SK

S0J 1L0

Fax (306) 425 - 4036

Feedback Form Workshop Organizer

Thank you for inviting a Northern Saskatchewan artist into your school/community. Your opinion is important to us to improve future programs. We would appreciate if you could take a few minutes to fill out this questionnaire.

Artist Name: _____

Workshop Description: _____

School/Community: _____

1. How would you rate the overall quality of the workshop provided?

- Excellent Good Satisfactory Not satisfactory

Please provide comments: _____

2. How would you rate the artistic knowledge of the artist in his/her field?

- Excellent Good Satisfactory Not satisfactory

Please provide comments: _____

3. How would you rate the level of instruction?

- Excellent Good Satisfactory Not satisfactory

Please provide comments: _____

4. How did the participants engage in the workshop?

- Very attentive and engaged Somewhat engaged Not interested

5. Would you recommend a similar workshop for future programming? Yes No

Why? _____

6. What could be improved? _____

7. Did the handbook raise your awareness of artists in Northern Saskatchewan?

- Yes No

Please discuss the evaluation with the artist and mail a completed feedback form to

NSCRD

Box 1097

La Ronge, SK

S0J 1L0

Fax (306) 425 - 4036

Name of Artist _____

Name of Group (if applicable) _____

Mailing Address _____

Town/Community: _____

Postal Code: _____

Phone # Day: _____ Evening: _____

Fax: _____

e-mail: _____ Website: _____

Languages Spoken: _____

1. Art Disciplines (tick all that apply)

- Visual Art (please specify) _____
- Storytelling/Writing (please specify) _____
- Traditional Crafts (please specify) _____
- Dance (please specify) _____
- Music (please specify) _____
- Other (please specify) _____

2. Artist Bio (75 - 100 words)

Please attach artist's biography/history. Use back side or add a page.

3. Photo Support Material

Please note: Photos of your artwork are highly encouraged for inclusion in the handbook, so community/school coordinators have a better idea of your skills, but not mandatory. If you do not want to send photographs of your artwork, please let us know.

- Please attach one portrait photo of yourself for the Artist Handbook
- Please attach 1-3 photos of your artwork, dance group etc. (mail or e-mail)
- I do **not** want my picture to be in the Artist Handbook. Please tick here.

4. Community Workshops

Are you interested in working with the school/your community to teach workshops?

- Yes
- No (If answer is no, skip to question 5)

Are you willing to travel to communities other than your own for workshops?

- Yes
- No

- Please attach a description of a workshop you would want to teach (75- 100 words)
- Facilities/equipment needed for the workshop (i.e. gym, computer lab, class room, outside area): _____
- Grade level(s) of workshop participants (if working with schools) _____
- Age range (if working with community) _____

5. Previous Experience

Please note: previous experience is helpful when working with the community, but not mandatory to be included in the registry.

Have you taught in schools/ communities before?

- Yes. Please attach brief description of workshops and locations.
- No.

Have you performed in public?

- Yes. Please attach brief description of performances and locations.
- No.

Have you exhibited your artwork?

- Yes. Please attach brief description of exhibitions and locations.
- No.

Have you received any awards/recognition as an artist?

- Yes. Please list.
- No.

6. Art Sales

Are you interested in selling your artwork?

- Yes. How would you like to be contacted by a potential buyer:
 - phone
 - e-mail
 - home visit
- No.

7. Additional Questions:

The following questions are not for inclusion in the Artist Handbook, but help us to better understand the needs of Northern Artists. We appreciate your time to fill out this questionnaire.

A. Are you interested in participating in Northern Saskatchewan Art **Shows**?

- Yes, but only in my own community.
- Yes, but only in communities close by.
- Yes, I would travel to Art Shows.
- No, I am not interested.

B. Are you interested in participating in Northern Saskatchewan Art **Sales**?

- Yes, but only in my own community.
- Yes, but only in communities close by.
- Yes, I would travel to Art Sales.
- No, I am not interested.

C. Are you interested in professional development relating your artistic career?

- Yes. What kind of development would you be interested in? Tick all that apply:
 - How to teach art to school students.
 - How to teach art to adults.
 - How to sell/market my art work.
 - How to access funding/grants for my arts projects.
 - How to develop skills in my own field (please specify)_____
 - Other (please specify) _____
- No, I am not interested.

D. Are you interested in a web page that would feature Northern Saskatchewan Artists and their artwork to the public?

- Yes, I would like to be included if such a web page was created.
- I think it's a good idea, but I wouldn't participate.
- No, I am not interested.

8. I have attached the following to this application form:

- o Artist Bio (mandatory)
- o Workshop description
- o Artist Photo
- o Art Work Photo
- o Signed Disclaimer (mandatory)

9. Consent/Disclosure

I understand that the NSCRD and contracted coordinators develop this registry to link Northern Saskatchewan artists with their communities. Registry is voluntary and it may or may not result in work with the community. I understand that the NSCRD will publish my information in an Artist Handbook in both, hard copy and electronic form and distribute the manual to community organizations and schools and other interested organizations and individuals. The artist's photo and picture of artwork will be used only for the Artist Handbook and the electronic version thereof. As a participating artist I will waive artist's fees for the publication of the photos.

I have read and understood the above and I would like to participate in the registration to the above conditions.

Date	Name (please print)	Signature
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Please mail the completed registration form to

NSCRD
Box 1097
La Ronge, SK
S0J 1L0
Fax: (306) – 425 - 4036

For questions or for an e-mail address to send digital photos

Phone 425-3127 ext. 2 or toll free 1-877-777-6722