



A signature program of
Arts for Learning WNY

Lead Teaching Artist Request for Proposal (RFP) – Spring 2023

Arts for Learning WNY (formerly Young Audiences of WNY) seeks innovative curriculum proposals from artists who wish to facilitate the Spring 2023 ArtWorks program.

ArtWorks is a paid, innovative arts-based job training and college readiness after-school program for high school students ages 14-18 living in the City of Buffalo. Students are hired, paid employee apprentices that train under a Teaching Artist (TA) who mentors them in an art form while they learn skills transferable to any future workplace or college. Students will network and build connections in the WNY community through creating, exhibiting, and performing original works of art at public venue to culminate the semester long work.

Selected artist(s) will work with diverse populations of youth apprentices with a broad range of artistic experiences to develop community partnerships and provide real-world project experiences that guide apprentices in the development of a professional portfolio.

Curriculum proposals from artists of all disciplines will be considered, including but not limited to, theater, music (all genres), vocal performance, dance, filmmaking, recording arts, videogame/web design, visual arts, architecture/design, culinary arts, and poetry/literary arts.

Artists will be paid \$3,000 for this project. This consists of approximately 75 hours of work. If selected, you will be considered an independent contractor of Arts for Learning WNY from February 2023 – May 2023. The \$3,000 project payment includes facilitation of program with teen apprentices (\$2,300) and required weekly meetings (\$700) with Arts for Learning staff. Failure to participate in all facets of the program may lower the final payment amount.

Up to two teaching artists will be selected. Artists must be available on **Tuesdays and Wednesdays from 3:45pm – 6:15pm** for program facilitation and from **3:15pm – 3:45pm on Tuesdays** for weekly meetings with Arts for Learning Staff. On rare occasions, you may be asked to work with teens on 1-2 weekend days during the semester.

Selected Teaching Artist is also required to attend and assist in the facilitation of the Final Showcase held at the end of May 2023. The Showcase typically runs from 5:30pm – 8:00pm on the selected weeknight. You will be asked to describe this final showcase in this application.

Artworks is made possible through the generous support of the Margaret L. Wendt Foundation, the City of Buffalo and Buffalo City Council Members, Erie County, the Ralph C. Wilson, Jr. Legacy Fund, Emerging Philanthropists of Color, and the Buffalo & Erie County Public Library.

Return materials to: Allison Rabent
Arts for Learning WNY | 1 Lafayette Square, Buffalo, NY 14203 | (716) 881-0917
Email: allison@artsforlearningwny.org Fax: (716) 408-3279

Logistics

Where: The Downtown Central Library at **1 Lafayette Square, Buffalo, NY 14203**

When: **February 27, 2023 – May 24, 2023**, on Monday – Wednesday each week.

- The program runs from **4:00pm – 6:00pm** each day.
- TAs are only expected to attend the program on **Tuesdays and Wednesdays** each week. TAs are expected to be prepared to work with students no later than **3:45pm** each program day.
- TAs are expected to attend a weekly meeting from **3:15pm – 3:45pm every Tuesday**.
- The program will take a break during April 3–7th while students are on Spring Break.

Independent Contractor Status:

Teaching Artists are subject to all Independent Contractor policies and procedures of Arts for Learning WNY regardless of their status on the Teaching Artist Roster. Selected TA(s) are required to supply a W-9 form for tax purposes and Arts for Learning will provide TA(s) with a 1099 Tax Form at the end of the calendar year.

Role of the Teaching Artist(s)

ArtWorks Teaching Artists may be required to assist in the following aspects of the program:

- Program planning
- Interview of Apprentice candidates
- Orientation of hired Apprentices
- Curriculum planning
- Program reflection and evaluation
- Planning and logistics of Spring ArtWorks Showcase

Teaching Artists will:

- Participate in collaborative planning and preparation in early February (up to 6 hours) with the Art for Learning team.
- Attend weekly planning meetings with Arts for Learning administrative staff on Tuesdays from 3:15pm – 3:45pm before the program begins. Failure to participate in these required meeting could result in up to \$700 less in final stipend.
- Complete weekly work plans in preparation for planning meetings.
- Collaborate with Arts for Learning administrative staff to determine appropriate ways to incorporate arts-based job training into the proposed curriculum to deepen lessons learned during Professional Development Days (Mondays), including but not limited to public speaking, oral and written communication, and post-secondary preparedness.
- Clearly identify how your proposed project supports apprentices developing 21st Century Skills such as critical thinking, problem-solving, time management, and professional communication.
- Guide apprentices to document work and create professional portfolios.
- Mentor 10-18 Apprentices and create a supportive environment for collaboration and development of a diverse peer network.
- Plan and implement a culminating exhibit or performance, the Showcase.
- Keep apprentices engaged, focused, and productive during the workday.

How to Apply:

Prospective ArtWorks Teaching Artists must submit the following items **combined in one PDF document**:

- Completed “Teaching Artist Application”
- Current resume or CV
- Personal work samples (i.e., photos, videos or other)
- Letter of Intent/Cover Letter
- Weekly curriculum proposal
- Final Showcase plan
- Completed ArtWorks budget sheet (available at artsforlearningwny.org/artworks)
- Completed ArtWorks weekly schedule sheet (available at artsforlearningwny.org/artworks)

Applications must be received **no later than 12:00pm on Friday, January 27, 2023**. Applications can be submitted through traditional mail, email or fax.

If you have additional questions please contact Allison Rabent at 716-881-0917 or allison@artsforlearningwny.org.

An in-person interview will be scheduled for finalists during the week of **February 6, 2023**.

How will Applications be Evaluated:

ArtWorks Teaching Artists RFP responses are evaluated based on the criteria below and the program’s need:

Project Qualifications

- Integration of work-readiness and post-secondary preparedness with chosen art discipline
- Challenging student’s personal and artistic growth
- Clarity, purpose, rigor, innovation, and focus within chosen art discipline
- Ability to support and create an impact in the local community
- Reflection on real-world work experiences
- Unity and completeness of the application, including schedule and itemized budget
- Creative and innovative Showcase plan

Teaching Artist Qualifications:

- Experience and ability to work collaboratively with administrative staff, teaching artist colleagues, and youth apprentices
- Previous experience teaching and working with diverse populations of students ages 14-18
- Professional artistic training, background, and work demonstrated through resume, work samples, photos, and other documentation
- Ability to organize, implement, and complete projects in an educational and work environment

Teaching Artist Application
ArtWorks Spring 2023
Due: Friday, January 27, 2023, by 12:00pm

Please type or print clearly throughout the application

Artist Information

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____

Email: _____

Proposal Overview

Program Title: _____

Artistic Discipline: _____

Program Summary (100-150 words):

Curriculum Details

Please submit a detailed description of your curriculum that includes the following information:

- Daily lesson plan overview for the duration of the program
- Weekly summary of learning goals
- Location needs for each day including room set up, technology, and materials. Unless indicated, each session will take place at the Buffalo Central Library. If a lesson requires a field trip off site, the lesson must also include a detailed logistic plan for transportation.

This detailed description should be completed in a separate document and attached to the final PDF submitted for consideration.

Respond to the following questions based on your daily lesson plans and weekly learning goals:

1. How will your project address 21st century workforce skills and support post-secondary preparedness, including how an appreciate may pursue the chose art discipline and/or how the skills are transferable to other career paths?

2. How will students increase artists skills and knowledge over the course of the 12-week program?

3. How will you assess if your students have met the outlined goals?

4. Are you able to incorporate current local or world events into your lesson plan?

ArtWorks Showcase

The follow questions are specific to the culminating Showcase that will take place during week 12 of the program. At the Showcase, caregivers, family, and friends of the Apprentices are invited to celebrate their work. Additionally Arts for Learning staff, board, donors, and community supports will also be in attendance.

1. Throughout the 12-week program, the ArtWorks Teaching Artist will be working with students to develop an artist portfolio or similar body of work. How will you guide the students to create their portfolio and how will this be incorporated into the final Showcase?

2. What is your proposed format (i.e., performance, video, speeches, poetry slam, gallery exhibit etc.) of the Showcase?

3. What is the square footage required to meet the needs of your format? (Rough estimates ok)

4. What type of space is required to best highlight your format? (I.e., indoor, outdoor, stage, dark room, natural light, etc.)

5. List any suggested venues the Arts for Learning administrative staff can investigate to select the Showcase location, accessibility, parking, and capacity limits should all be taken into consideration:

6. Incorporating the information above, please describe in detail your vision for the Showcase and how the students work will be highlighted to attendees:

Youth Management Experience

1. How have you worked with diverse youth populations, specifically in a small group setting with a board range of artists skills and experiences?

2. How do you handle stressful situations? Please describe a time when you turned a stressful situation into a teachable moment. An ideal answer would describe a situation when working with youth ages 14-18.

3. What are some strategies you employ to engage teens that appear uninterested in the material presented?

Project Details

In addition to providing detailed responses to the questions above, please complete the following documents and combine them with your application for consideration:

- **Itemized budget sheet**, including specific URL links for purchasing required supplies and equipment. The budget should not exceed \$1,000 and be estimated for 15 youth apprentices.
- **Spring 2023 Calendar Outline**. The days listed in the outline should align with your daily lesson plan proposal. All proposed guest speakers, field trips, and special location days should be clearly outlined in this calendar.

1. Please describe any storage, special clean up, special equipment (i.e., computers, projectors, speakers, microphone, etc.) or other needs you may have to successfully implement your lesson plans?

2. Please provide any other information we may need to know to about your program.