

Artist Name: _____

TBEY Arts Center, Inc.
Artist Application & Contract

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Artist Eligibility Criteria

It is imperative that the artist who participate in our program have a strong desire to commit to their contract and are willing to take on multiple tasks. Other qualifications are as follows:

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- High School Graduate.
- Believe in the importance of arts education.
- Have an interest in helping young people.
- Be available at least 2-4 hours per week during the school year.
- U.S. citizen or legal permanent resident
- Ability to teach and structure a class.
- Exceptional knowledge of the field (dance, visual art, theatre, music)
- The artist who accepts this position must feel comfortable in a wide variety of situations involving diverse groups of children.
- Ability to interact and communicate well with children.
- Record keeping and ability to communicate orally and in writing
- Demonstrate traits such as patience, commitment, responsibility, optimism, motivated, dependable, leadership and must have a caring and positive attitude toward children.

Responsibilities:

- Communicate regularly with TBEY Arts Center, Inc. office.
- Follow all TBEY Arts Center, Inc policies.
- Inform the TBEY Arts Center, Inc. office of any needs you may have regarding class preparation and supplies.
- Follow TBEY Arts Center, Inc. policy regarding confidentiality.
- Follow TBEY Arts Center, Inc. Artist Policies.
- Provide at least 2-4 hours per week of instructing a class or production task
- Prepare lesson plans, assist in setting student goals, records instructional time and submit or perform samples of student work as requested.
- Contact program director for additional assistance or materials, whenever needed.
- Report to scheduled class in a timely reliable manner.
- Clearly communicate with participants and on-site staff.
- Help provide a warm, friendly and supportive atmosphere to students
- Maintain on-going communication with program director throughout the workshop period.
- Maintain a complete legible update attendance and assignment record
- Act as spokesperson for organization at times. -Other duties may apply

Program Limitations:

- The Artist has no responsibility to provide the students with money, food, clothing, or arts supplies.
- The Artist has no responsibility to and should not provide transportation for the students.
- The Artist is to visit with students at TBEY Arts Center, Inc for meetings and must have consent from student's parent or guardians and TBEY Arts Center, Inc. to take students on a field trip.
- The Artist must agree to maintain confidentiality unless information received is a potential threat to the student and/or other individuals. Please immediately notify the TBEY, Inc. program director if a concern arises.

Reports To: Program Director or Executive Director

Time Commitment: We ask that you commit to hours needed and days needed to specific job duties posted

Training Requirements:

- Attend one orientation session
- Participate in a review session

Requirements:

- Photo I.D. (must)
- Complete artist application/contract forms.
- Successfully pass a national background check.

The purpose of this application is to help TBEY Arts Center, Inc. know more about the Artist **and** his or her interests. Upon completion of this application, please return it to the Program Director at 2266 N. Prospect Avenue, Suite 325B. Milwaukee, WI 53202. If you have any questions, please call us at (414) 562-TBEY(8239). Thank you for your interest in participating in TBEY's Arts Program.



Artist Name: _____

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Personal Information:

Name _____
First Middle Last

Gender Male Female

Address _____
Street City State ZIP

Home phone _____ Cell phone _____

E-mail address _____

Name/address of employer _____

Work phone _____ Occupation _____

Length of employment: _____ Supervisor's name: _____

Yes No Within the past 10 years, have you been convicted of any felony or misdemeanor classified as an offense against a person or family, or an offense of public indecency or a violation involving a state/federally controlled substance?

Yes No Are you under current indictment or has a district/county attorney accepted an official complaint for any of the offenses in question #10?

If the answer is YES to the above questions, please explain below:

Availability

Best time to contact you for an interview _____



Artist Information:

1. Write a brief statement on why you have chosen to participate in TBEY Arts Center, Inc. After School Arts Program and/or Summer Arts Camp as a Teaching Artist, and or Choreographer.

2. Educational Background (mark one):
 - Some high school
 - High school graduate
 - Some college
 - Other (please specify) _____
 - Graduate/professional school
 - Technical school
 - College graduate

3. Do you have any previous experience working with youth?

4. Do you have any hobbies or special skills?

5. What do you feel are the strengths (previous relevant experience, etc.) you can bring to this program?

6. Can you speak any other languages? _____ If yes, please specify: _____

7. What days of the week are you available to work? (check all that apply):
 Monday Tuesday Wednesday Thursday Friday Saturday Sunday
(*Reminder: Theatre & Music classes is held on Tuesday's & Thursday – Visual Arts & Dance is held on Monday's & Wednesday's)

8. Would you be willing to work with a child who has disabilities?

9. Please explain your arts experience.



Artist Name: _____

10. Please list four references (please include at least one family member, one personal friend and one work reference):

Name _____	Name _____
Address _____	Address _____
City _____ State/ZIP _____	City _____ State/ZIP _____
Phone number _____	Phone number _____
Relationship _____	Relationship _____
Name _____	Name _____
Address _____	Address _____
City _____ State/ZIP _____	City _____ State/ZIP _____
Phone number _____	Phone number _____
Relationship _____	Relationship _____

Background Check Release Form

Agreement and Signature

Last Name	
First Name	
Middle Initials	
Date of Birth	
Sex	
Race	
Social Security #	
Other Names Used	

In making this application to be a TBEY artist, I understand that the TBEY Arts Center, Inc., After School Arts Program routinely performs criminal and driving record checks for the position of artist for which I am applying. This check may be done on me if I sign below. If I fail to sign, it may be grounds for rejecting me as an artist. I certify to the best of my ability that the information provided on this application is true and accurate. I also understand that misinformation knowingly provided here, and on subsequent mentor application forms, is grounds for dismissal.

I understand I must return all of the following *completed* items along with this application, and that any incomplete information will result in the delay of my application being processed:

- Statement of Confidentiality, Artist and Commitment agreement (attached)
- Artist Contract
- Class Activities Schedule

Signature

Date

An interview will be scheduled after application is received.
Please return application by mail, in person, or fax application to (414) 562.0000
TBEY Arts Center, Inc.
Attn: Contessa Lobley
2266 N. Prospect Avenue
Suite 325B
Milwaukee, WI 53202



Artist Name: _____

Statement of Confidentiality

I understand that any information pertaining to TBEY Arts Center, Inc. After School Arts Program and Summer Arts Camp youth and their families is confidential and must not be revealed to any person or agency without specific permission from the youth and/or his/her family and knowledge of the TBEY Arts Center, Inc. After School Arts program.

Signature _____ Date _____

Commitment Agreement

Initial the two statements below:

_____ I understand that TBEY Arts Center, Inc. After School Arts Program and Summer Arts Camps involves 1-10 hours a week and possibly 2 classes per day.

_____ I understand that in addition to an interview, I will be required to complete TBEY Arts Center, Inc. After School Arts Program and/or Summer Arts Camp orientation and at least two training/review sessions during the year.

Signature _____ Date _____

Artist Agreement

I, _____, will conscientiously do my best to serve the youth as a representative of TBEY Arts Center, Inc. and the After-School Arts Program and/or Summer Arts Camps. I agree to provide services to my assigned youth registered for After School Arts Program and/or Summer Arts Camps as authorized, and to abide by the laws, rules, regulations, policies, and procedures of TBEY Arts Center, Inc. After School Arts Program and/or Summer Arts Camp.

I understand that there are rules, regulations, and laws regarding privacy and security. I will keep confidential any information, records, files, papers, and or communications to which I gain in the course of my mentor duties. I will not disclose any information except to those authorized by TBEY Arts Center, Inc.

I will never do anything to compromise the trust placed in me by my assigned students. I will never use my role as an artist improperly for personal gain or advantage. I will respect the personal, religious, and political views of my assigned students. I will treat all people with whom I have contact with dignity and respect.

Signature _____ Date _____



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ARTIST CONTRACT

By initially each item and signing below, I agree to the following:

_____ I agree to participate in all required trainings, including periodic training meetings at TBEY Arts Center, Inc. for the Arts Programs.

_____ I agree to abide by all TBEY Arts Center, Inc. Arts Programs rules and procedures, as stated in the Artist Handbook or guidelines provided by TBEY Arts Center, Inc. staff.

_____ I will complete my commitment to work with the program hours per week for a full school year, unless otherwise agreed with TBEY Arts Center, Inc.

_____ I consent to the use of my oral/written statements and the use of my photograph(s) by TBEY Arts Center, Inc., Inc. for any non-commercial purpose associated with the program including, but not limited to, newsletters, news media coverage of TBEY Arts Center, Inc. and its programs and fund-raising.

_____ I will abide by federal law requiring that children's records remain confidential, and any information obtained about a child, from his/her address to work habits, may not be disclosed to others except the child's teacher, principal, guidance counselor, parents and/or legal guardian. I agree to honor these confidentiality requirements.

_____ To respect the privacy of children and families participating in our program, I will submit for pre-publication review by the Director of TBEY Arts Center, Inc., any document originating from participation in this program.

_____ I consent to TBEY, Inc. verifying all information contained herein, and to a background check.

_____ I will NOT take my students off-site in an unsupervised setting until my background checks are returned and I have obtained parental & TBEY consent. When I am off-site with my students during scheduled field-trip sessions, TBEY Program Director must know where I am and be able to contact me.

_____ I will contact TBEY Program Director if I will be absent from a class session, and **I understand that excessive absence will result in removal from the program.**

_____ I will contact the Program Director if I have any problems or concerns about my program relationship.

I have read this application and agree to abide by the commitments made in it. The information I have provided in this application is true to the be

Signature: _____ Date: _____