



## **Cultural Arts Center 2022-23 Artist-in-Residence [AiR] Guidelines**

139 West Main St. Columbus, OH 43215

[www.culturalartscenteronline.gov](http://www.culturalartscenteronline.gov)

### **Primary Contact:**

*AiR Coordinator* - Katie Fisher, [KBFisher@columbus.gov](mailto:KBFisher@columbus.gov)

### **Secondary Contacts:**

*Arts Administrator*- Geoffrey Martin, [GAMartin@columbus.gov](mailto:GAMartin@columbus.gov)

*Assistant Arts Administrator*- Todd Camp, [TMCamp@columbus.gov](mailto:TMCamp@columbus.gov)

**WiFi** coc\_public (no password)

### **Important Dates**

#### **Residency 1:**

*Award Announcement:* April 8th, 2022

*Move in dates:* May 2nd - 7th, 2022

*Residency:* May 9th - August 27th, 2022

*Conversations & Coffee/Outreach:* TBD

*Move out dates:* August 28th - September 3rd, 2022

*Exhibition/performance/etc.:* September 16th - October 22nd, 2022

#### **Residency 2:**

*Award Announcement:* April 8th, 2022

*Move in dates:* September 5th - 10th, 2022

*Residency:* September 12th - December 31st, 2022

*Conversations & Coffee/Outreach:* TBD

*Move out dates:* January 1st - January 9th, 2023

*Exhibition/performance/etc.:* January 27th - March 4th, 2023

The awarded Artist-in-Residence shall be referred to as **AiR** and the Cultural Arts Center as **CAC** in the following document.

### **Overview**

AiR is a 16 week, non-live-in, studio residency in one of Columbus's premier arts institutions, the Cultural Arts Center. Artists are chosen by a panel of juried applicants and awarded an unrestricted stipend of \$2000. The goal is for AiR to become part of the CAC community by engaging regularly with and educating students attending classes, visitors, and tour groups. The focus is for AiR to develop a body of work in the artist's discipline and share it through talks, demos, programs, workshops, outreach at CRPD community centers, and an exhibition. At the successful completion of AiR, the artist has an opportunity to become a panelist for future AiR awards. **City of Columbus employees are NOT eligible for this residency. Only individuals may apply for this residency - no teams, groups, etc. You MUST be a resident of Franklin County, Ohio.**

### **Purpose**

To provide studio space, financial, inspirational, and network support to any artist seeking opportunity and exploring new directions or projects in their art making process.

### **Amenities**

760 sq. ft., downtown studio space with windows and natural light, large sink, free parking, access to Sculpture, Jewelry, Ceramics, Drawing, Painting, Book Arts, Printmaking, Fabric Design & Enameling studios, close to bus line, access to student and professional network, Wi-Fi, and CREATED art gift shop.

## **AiR Memorandum of Understanding**

### **Code of Conduct**

AiR shall represent the Cultural Arts Center and staff in a positive manner. The Center is considered a family friendly and shared community venue which remains open for all. No derogatory images, music or art shall be present on the premises. No clothing or t-shirts with negative references to race, color or creed shall be worn while in the building. Images that are explicit or vulgar in nature can be removed at the discretion of the CAC Arts Administrator. We do not tolerate abuse of any kind, which includes, but is not limited to yelling, bullying, physical abuse, threats, sexual abuse/harassment, intimidation, stalking or beyond. AiR accused of causing harm (physical violence, intimidation or threats) will be removed from the residency until the conflict is resolved as per our conflict resolution process. **The nature of our spaces relies on respect, mindfulness and collaboration to foster a productive and safe space for all our students/staff.**

The Cultural Arts Center welcomes people of all genders, abilities, cultures and sexualities in this space. As such, any form of discrimination will not be tolerated. CAC will not tolerate violence, theft, vandalism or any other harmful acts. We reserve the right to remove anyone creating an unsafe or unpleasant environment. If at any time you are made to feel uncomfortable or unsafe, **please report to a CAC staff member immediately.**

AiR shall exercise common courtesy, for example, taking loud conversations to more appropriate spaces away from work areas and respecting personal boundaries and space. Please use your phone in a

discrete manner while the public is present in the studios next door. No pictures may be taken in the adjacent studios while students are present.

We also encourage open and friendly attitudes but we acknowledge the need for boundaries and mutual respect. Excessive or disruptive visits from friends, colleagues, or family is not permitted. Invited guests must vacate the studio space no later than 10 pm. Loud or offensive music is not permitted. No pets are permitted in the studio with the exception of service animals. **The AiR contract can be voided for any infractions of these or other code of conduct violations.**

### **Studio Access**

AiR will have access to the studio during business hours unless additional accommodations are made by the CAC Arts Administrator. The studio space is located on the second floor and accessible by stairs or elevator. There are two handicap entrances with ramps and a dedicated handicap parking space in the rear staff lot.

### **Keys and Locks**

A key to the outside entrance doors is provided to AiR. The key shall not be copied or reproduced and AiR shall surrender the key upon completion of the program. There is a lock on the gate to the parking lot and if the AiR finds the gate locked, use the entrance door key to open the lock. Drive into the lot and re-lock the gate, if after hours. Upon leaving after hours, please pull out of the gate and re-lock it behind you.

### **Parking**

Free parking is provided for AiR. The lot is located behind the center on Noble Street. This is a shared lot with administration and instructors so parking in a manner to maximize space for all is appreciated. AiR will receive a parking card to be hung from the vehicle mirror to identify it as AiR.

### **Alterations to the Studio Space**

The Cultural Arts Center is a historic building and consideration to the integrity of the studio should be taken seriously. No major alterations to the studio space may occur unless specifically approved by the CAC Arts Administrator.

### **Housekeeping**

Cleaning supplies are provided including: broom and dustpan, trash receptacles and bags, paper towels, hand soap and cleaning solution. Trash will be picked up by the CAC custodian when a tied trash bag is placed outside the studio door. When supplies run low, please inform Katie Fisher, AiR Coordinator. Table and floor coverings are provided to prevent excess wear and tear of the space. The space should be kept tidy and free of obstructions to exits and fire extinguishers and be accessible to all building inspections.

### **Conflict of Interest**

AiR is intended to provide space for artists to create new work. The residency is not intended to be a business front and personal business shall be conducted outside of the residency hours. **All sales of art made during the residency or otherwise sold at CAC shall be processed by CAC staff and a 30% commission collected.**

## **Exhibition Opportunity**

Each AiR will be given an exhibition in the Loft Gallery or alternative performance space to showcase new work produced during the residency. Exhibitions are widely advertised by the CAC communications team and press releases are sent to all major media outlets. Visual art sales are at the discretion of the AiR with CAC retaining a commission of 30%. Exhibitions are frequently attended by arts leaders, collectors, and gallery owners.

## **Forms**

AiR will be required to complete all paperwork including a 1099 for tax purposes. CAC reports income over \$600 to the IRS. **AiR will be considered a contractor and not an employee of the City of Columbus, Columbus Recreation and Parks, or The Cultural Arts Center.**

## **Insurance**

It is encouraged that the AiR will provide personal insurance on artwork, supplies and personal property. CAC and the City of Columbus cannot be held liable for loss.

## **Personal Property & Storage**

The studio space has a lockable door and lockable cabinets will be provided. It is recommended valuables are stored and locked securely.

## **Publicity**

AiR can grant access to photography, video, and written interviews by local media and CAC communications team. Use of these interviews can be used on but not limited to social media, web sites, news articles, press releases, promotions, brochures, and the like. In an emergency situation, AiR is not permitted to speak to any news media, reporter, or the like. Please refer the media outlet to **Stephanie Garling, Communications and Marketing Manager 614-645-2960 or cell 614-204-2695.**

## **Use of Social Media**

The CAC has a media relations department and utilizes social media platforms. For advertising and promotional purposes, the AiR grants permission to have his/her/their work photographed and posted on CAC social media channels. The AiR is permitted to post freely on personal channels, always portraying the CAC, staff, and AiR in a positive light.