



### Teaching Artist Residency Contract

Juneau Arts & Humanities Council  
350 Whittier St. Suite 101  
Juneau, AK 99801

Juneau School District  
10014 Crazy Horse Dr  
Juneau, AK 99801

**Teaching Artist(s):** \_\_\_\_\_ **School:** \_\_\_\_\_  
**Address(es):** \_\_\_\_\_ **Contact:** \_\_\_\_\_  
 \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Phone(s):** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Email(s):** \_\_\_\_\_ **Funding code:** \_\_\_\_\_  
**Art Form(s):** \_\_\_\_\_ **Grade level(s):** \_\_\_\_\_

**Residency Title:** \_\_\_\_\_  
**Dates of Residency:** \_\_\_\_\_ **Time(s) of Residency:** \_\_\_\_\_  
 (or attach schedule with dates and times)

**The residency listed above will coincide with the description, goals, and expectations as listed in the residency application (attached). The school, the artist, and the JAHC must agree upon any variances from the residency description that may arise.**

**Materials will be (check one):**  
 provided by the School or  
 purchased by Artist and reimbursed by the School, not to exceed \$ \_\_\_\_\_  
 n/a (no materials)

**Teacher Workshop Title:** \_\_\_\_\_

Date of Workshop:  October 15, 2016  December 10, 2016  April 22, 2017

*Please select one of the available Saturdays that the teaching artist will provide a 2 hour workshop for interested teachers.*

Description of the Teacher Workshop (*Art Form taught, emphasis of workshop*):

---

**Payment Schedule:**

Artist Fee (\$1,000/AIS week\*) Total: \$ \_\_\_\_\_ Materials/Other paid by School: (amount or n/a\*\*) \$ \_\_\_\_\_

AIS Grant funds (\$550/AIS week) Total: \$ \_\_\_\_\_ School Match (\$450/AIS week) Total: \$ \_\_\_\_\_

Artful Teaching Apprenticeship funds (\$550/AIS week\*\*\*) Total: \$ \_\_\_\_\_

\*1 AIS Week = 35 hours; Can be stretched over several weeks; minimum of 20 hours/week must be in direct instruction with students  
 JAHC pays Artist fee to Artist in full, JSD pays JAHC the school match, to be invoiced \*\* School pays materials expense directly or reimbursement to Artist \*\*\*JAHC pays Artful Teaching Apprenticeship funds when applicable.

---

---

## Memorandum of Understanding:

### Host School will

- Coordinate with the Artist to ensure a positive residency including:
  - Provide realistic goals and expectations for the residency.
  - Describe to the Artist the strengths, unique features and challenges specific to the school.
  - Work with the Artist and Education Director to coordinate school class schedules.
  - Provide appropriate space for the residency work with students, and prep work as needed.
- Publicize the activities, including the residency and the Teacher Workshop. Publicity will include credits: *Artist In The Schools Program is made possible through partnerships between the Alaska State Council on the Arts and the National Endowment for the Arts, with additional support from the Rasmuson Foundation and \_\_\_\_\_*  
(Matching fund source: Parent and Teacher Association, School Art Group, etc.)
- Provide budget code for School's Matching Fund.
- Provide residency supplies and materials, as agreed to above. (payment schedule)
- **Complete required online evaluation forms no later than two weeks after the Residency and Workshop are completed. Late completion will impact future funding opportunities.**
- Send letters to legislators, school board, and CBJ assembly members thanking them for the Artists in the Schools funding. (We recommend including 1-2 photos of artists working with students). Send copy to [jen@jahc.org](mailto:jen@jahc.org).
- If Artist is from out of town:
  - Make and pay for Travel and Housing arrangements, if needed.
  - Provide meals/food for the Artist, such as school lunch or per diem.

### Artist will

- Provide the School Contact with schedule and plans for the Residency, including materials list and any other technical requirements needed to complete the project successfully.
- Affirm that he/she acts as a free agent, works as an independent contractor and has completed a W-9.
- Comply with the School District standards of professionalism.
- Fulfill the obligations of the Residency and Workshop.
- Complete required online evaluation form no later than two weeks after the Residency and Workshop are completed.
- Send an invoice and/or receipts to the school principal for materials as agreed above. Make sure to include the name and dates of your residency. *\*Confirm this method with school prior to any purchase. School may need to make purchase.*

### JAHC will

- Assist in coordination of residency with Host School and Artist. Support positive relationship building.
- Pay the Artist in full when the Residency, Teacher Workshop, and all reports (School and Artist) have been completed, not to exceed four weeks after the completion of the Artist's portion of the work.
- Submit an invoice to the Juneau School District for the School portion of the funding.
- Forward evaluations data to Alaska State Council on the Arts and maintain the records necessary for compliance with grant requirements.
- Provide the School's Art Team, the District, and the Teaching Artist with evaluation reports.

Agreed:

**TEACHING ARTIST #1**

**TEACHING ARTIST #2** (if there are 2 artists)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

**JUNEAU ARTS & HUMANITIES COUNCIL**

**SCHOOL PRINCIPAL**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

**Copies of this signed contract and the residency description will be provided the School Principal, the Artist, and the Juneau School District. JAHC will maintain complete records for each residency.**