TIPS FOR CONTACTING TEACHING ARTISTS

The purpose of contacting potential teaching artists is to assess whether they are a good fit both artistically and logistically before moving forward in the planning process. Upon receiving a Residency Request Form, the Teaching Artist will contact the school. Asking specific questions will determine if this artist/organization is a good fit for your school’s needs. Having the Budget Planning Sheet available as well will help guide the conversation.

Share the overview of your school plan— including the content connection, grade level(s) and intended student learning targets.

- Share your budget— how much is the school able to spend on the residency. Be sure to ask about the teaching artist’s fees
- Learn more about the teaching artist and their practice
  - What have you done in the past that has been successful and is similar to the needs we’ve described?
  - Do you have any past examples of work connected to this content area?
  - Have you worked with all the ages we are suggesting?
  - Can you describe your classroom management style and some strategies you use?
  - Describe how you approach collaboration with teachers

Logistics topics to discuss in advance of planning:

- Artist availability
- Desired timeframe — time of year, days of the week, hours of the day
- Number of sessions and number of classrooms involved
- Fees, materials and preparation necessary
- Ages of students involved
- Possible dates and times for the residency planning meeting with your Right Brain Coach and participating classroom teachers