

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