

Artist in Residence Application



Name: _____
Phone: _____ Alternate Phone: _____
Address: _____
Email: _____ Website: _____

Type of Residency

- Private Studio – 18 hours per week volunteer commitment
- Shared Studio – 12 hours per week volunteer commitment each
If you are applying with another artist for a Shared Studio, please give his
or her name: _____

Application Checklist (incomplete applications will not be considered)

- Application page (this sheet)
- Letter of Intent – One page, single spaced, explaining how a residency at the Zootown Arts Community Center will promote your artistic development and how you will benefit the ZACC
- A current resume with exhibition record
- Artist Statement – One page, single spaced, articulating artist themes, creative methods and mediums, and your studio and equipment needs
- No more than 10 images of work – may be submitted digitally on a cd in .jpeg format or hardcopies, with image keys
- One or two letters of recommendation
- Two professional work references

Completed applications must be postmarked by August 20th, 2010 and sent to:

Zootown Arts Community Center
Attn: Artist in Residence Program
235 N. 1st St. W.
Missoula, MT 59802

For further information, please contact Erin at erin@zootownarts.org or 406.549.7555.

Note: All applications and materials become property of the ZACC upon applying. Please make copies for yourself prior to submission.

Thank you for your interest.

ZACC Artist in Residence F.A.Q.



What is the ZACC Artist in Residence Program?

The ZACC Artist in Residence Program is designed to promote the artistic development of budding artists, immersing them in a creative community, and providing vital resources for the creation and promotion of their art. Resident Artists receive free studio space in exchange for a set contribution of volunteer hours managing the ZACC Gallery. The number of hours required depends upon the type of residency applied for.

Is the ZACC Artist in Residence Program right for me?

Anyone can apply, and, if you consider yourself an artist, are in need of a space and a community in which to work, and are seriously interested in contributing to the ZACC's vision of community art, this residency may be right for you. There are two options when applying:

- ✦ Private Residency – 24-hour secure access to a private studio, wireless internet, a business mailing address, and retail space at 5% commission. We require an average of 18 hours per week volunteer time as Gallery Manager.
- ✦ Shared Residency – 24-hour secure access to a shared studio, wireless internet, a business mailing address, and retail space at 5% commission. Shared residents contribute an average of 12 hours per week of volunteer time each, and share the duties of Gallery Manager with their co-artist. Artists may apply together to share a studio. Alternatively, you may apply alone for a shared residency and, if selected, we will match you with another resident artist.

What other perks are there for the Artist in Residence?

The Artist in Residence will get one gallery show (to be split if in a shared residency) at the end of the residency. Access to the ZACC's resources for artistic and economic development is also included.

How long is a Residency at the Zootown Arts Community Center?

Residencies last six months, and this cycle is for September 1st through February 28th. At the end of their term, artists may reapply for a second term. Only two terms will be awarded to any artist.

What is the Gallery Manager Position? Do I need prior gallery management experience?

The Gallery Manager serves as a liaison for artists interested in gallery shows, manages the booking and hanging of shows, and is responsible for maintaining artistic excellence within our exhibition space. Prior gallery management experience is not required. Please see the Gallery Manager Position Description for further information.

How many residencies are available?

One to two residencies are available every six months.

How do I apply? When is the application deadline?

The application form (last page of this document) and all supporting materials must be postmarked no later than August 20th, 2010. Incomplete or late applications will not be considered. Please send completed applications to:

Zootown Arts Community Center
Attn: Artist in Residence Program
235 N. 1st St. W.
Missoula, MT 59802

For questions, please contact Erin at Erin@ZootownArts.org or 406.549.7555.

Gallery Manager Position Description



The Zootown Arts Community Center Gallery Manager is responsible for the administration of Gallery programs, promotion of the ZACC Gallery, and maintaining the artistic excellence of our exhibition space. He or she serves as the primary point of contact for all gallery inquiries, including being the main liaison for artists and networking with other community organizations.

Duties include:

- Working with artists to put together shows, including booking, installation, and de-installation of shows
- Seeking advantageous advertising and marketing opportunities
- Serving as a liaison to develop sustainable relationships with the press
- Maintaining gallery premises including wall upkeep, lights, gallery equipment, etc.
- Marketing of gallery and gallery shows
- Upholding professional standards in gallery exhibits
- Planning gallery show receptions and attending all second Friday openings
- Tracking gallery sales
- Working with staff to develop and pursue creative funding ideas for the gallery
- Assessing and evaluating the experience of the exhibiting artist
- When possible, holding regular studio hours
- Keeping the gallery website updated (no programming experience necessary)
- Representing the ZACC and its standards while in the community

Qualifications:

- Prior art handling and installation experience required
- Able to manage multiple projects simultaneously and meet deadlines
- Flexible and able to work in a dynamic, changing environment
- Able to work flexible hours
- Excellent interpersonal and time management skills (responds in a timely fashion to inquiries and requests)
- Creative self-starter who functions well in a team environment
- Teaching experience (whether formal or informal) is ideal, but not required
- Prior work or volunteer experience in an equivalent setting is preferred

At the Zootown Arts Community Center, we are interested in hearing what you have to offer. We hope you can see yourself here and invite you to apply. For questions, please contact Erin at Erin@ZootownArts.org or 406.549.7555.