



Oklahoma **Performing Artist Roster** **Applicant Handbook**

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Oklahoma Performing Artist Roster

Applicant Handbook

Introduction

Thank you for your interest in joining the Oklahoma Arts Council's Performing Artist Roster. By submitting an application, you begin the process of making a further commitment to the arts in Oklahoma. Included in this handbook is important information that you, as a potential applicant, should understand. Please read the material carefully before submitting your application.

About the Oklahoma Arts Council

The Oklahoma Arts Council is the official state agency for the support and development of the arts. Through grants, services and programs, the Council supports Oklahoma's \$314 million nonprofit arts and cultural industry and develops the state's cultural infrastructure.

Purpose of the Performing Artist Roster

The purpose of the Oklahoma Performing Artist Roster is to provide organizations and interested parties with a resource list of professional performing artists who are available to perform in communities throughout the state. Artists on the roster represent many of Oklahoma's finest soloists, orchestras, ensembles, and companies in music, theatre, and dance who perform in styles ranging from traditional and classical to contemporary and experimental.



Program Disciplines

The Oklahoma Arts Council actively seeks professional performing artists with skills and experience in the following disciplines:

- **Music**
 - Vocal or instrumental
 - Solo or ensemble
 - Traditional or classical
- **Theatre**
 - Repertory
 - Family/children's
 - Musical
 - Puppet/marionette
 - Storytelling
 - Poetry
- **Dance**
 - Ballet
 - Modern
 - Ethnic/folkloric/cultural

The Oklahoma Arts Council lists roster artists in one or more categories on its website to help organizations seek the best fit for their programs. Categories include:

- Classical
- Dance
- Ethnic
- Folk, Western & Bluegrass
- Jazz & Blues
- Native American Programming
- Opera & Choral
- Solo Artists
- Storytelling
- Theatre
- Younger Audiences

To view artists/groups that are representative of each discipline, please visit:
http://arts.ok.gov/Oklahoma_Performing_Artists.html

Benefits to Artists

- The “seal of approval” from the official state arts agency
- Listing on the Council’s website
- Active promotion through Council newsletters, publications, and social media
- First consideration when artist recommendations and inquiries are made to the Council
- In-house artist development workshops that are exclusively limited to artists on the roster
- Eligibility for the Mid-America Arts Alliance (M-AAA) Regional Touring Artist Registry. M-AAA is a regional granting organization that provides funds to regional presenters who wish to bring Oklahoma performing artists to communities in other states.

Eligibility Requirements

- Artists must be current Oklahoma residents.
- Artists representing cultural traditions must show evidence of authenticity.
- Artists must prove proficiency within their artistic discipline.
- Applications from all recognized artistic disciplines will be considered; however, if necessary, preference may be given to under-represented genres on the roster.
- Applications from clowns, balloon artists, animal impersonators, or magicians will not be considered.



Program Structure

Artists on the Performing Artist Roster make themselves available to presenting organizations throughout the state. Artists provide professional quality programming and basic support services, and presenting organizations provide the venue, technical assistance, and a revenue source (e.g. grants, ticket sales, etc.) to fund artist fees.

Presenting organizations may or may not apply for Oklahoma Arts Council grant funds to subsidize artist fees. Entities eligible to apply for Oklahoma Arts Council grants include:

- 501(c)(3) nonprofit organizations
- City, county, and tribal governments
- K-12 public schools
- Universities
- Public Libraries

Artists are encouraged to inform eligible organizations about the availability of Oklahoma Arts Council grant funding. Funding that results from successful grant applications can be used by the presenting organization to subsidize artist fees.

*In general, K-12 public schools may not use Oklahoma Arts Council grants to fund performances only. Grant guidelines require K-12 public school projects to include hands-on learning activities to be eligible for Oklahoma Arts Council funding.

Artistic Fees

As professional artists, all roster artists are free to negotiate their own fees. Artists are selected, contracted, and paid by individuals and organizations, NOT the Oklahoma Arts Council. Binding contracts are between the artist and the purchaser of services. Any fee ranges listed for performing artists on the Oklahoma Arts Council website serve only as general guidelines to expedite the booking decision process.

Artist fees are to be negotiated by the artists and the presenting organization and may include compensation for travel expenses, meal and lodging costs, artistic, technical and/or other fees.

Program Conditions

- Artist status on the roster is determined solely at the discretion of the Oklahoma Arts Council.
- Acceptance into the roster program does not guarantee bookings or residency work.
- Artists should consider the roster to be supplemental to other marketing efforts.
- Participants in the program are not employees of the Oklahoma Arts Council.
- Artists are selected, contracted and paid by presenting organizations, not the Oklahoma Arts Council.

Qualities Sought in Performing Roster Artists

The Oklahoma Arts Council is committed to attracting highly qualified professional performing artists who demonstrate commitment to their art form and possess the following qualities:

- Present a product of high artistic quality
- Keep time and scheduling commitments
- Have excellent communication and organizational skills
- Able to work within a wide range of community attitudes and values
- Willing to attend roster orientations to learn about program changes and updates
- Willing to attend professional development workshops offered by the Council
- Pursue artistic and professional development opportunities from sources other than the Council
- Willing to serve as goodwill ambassadors for the Oklahoma Arts Council
- Willing to follow and abide by program guidelines

Use of Council Logo and Membership Designation

- Artists are encouraged to promote themselves as Oklahoma Arts Council roster artists. Please contact the Community Arts Director or the Director of Marketing and Communications for more information about promoting yourself as a roster artist.
- Use of the Oklahoma Arts Council logo is encouraged; however, please restrict any use of the logo with your promotional materials to programs reviewed and funded by the Council.

Artist Selection Process

Through the following process, artists selected for recommendation to the Performing Artist Roster will have demonstrated excellence and proficiency in their art form and marketing efforts.

Artists are selected through an application, interview and audition process:

- **Applicant Phase**
 - Applications can be submitted anytime during the calendar year. Be sure to submit required support materials as noted in the application.
 - Council staff pre-screens all applications to validate requirements compliance. Applicants are vetted for transition to the Candidate Phase.
- **Candidate Phase**
 - Panel review: scoring of application and support material by an outside panel of professionals.
 - Council staff will contact candidate to schedule interview and audition.
- **Confirmation Phase**
 - Submission of panelist recommendations to the Governor-appointed Oklahoma Arts Council board members for final approval.
 - Successful applications submitted before January 1 will be considered for approval by the board during its March meeting. Successful applications submitted before July 1 will be considered for approval by the board during its October meeting. Approval dates are subject to change.

Additional Considerations:

- Candidates that require an in-person audition, interview or observation will be contacted by Council staff to schedule arrangements.
- Phone or web chat interviews may be conducted for artists that do not require an in-person visit. Phone or web chat interviews will be scheduled by Council staff based on panelist availability.
- Roster applicants will not be accepted to the roster without the minimum of a phone interview during the Candidate Phase.
- Travel costs, housing and meals associated with the audition, interview or observation process are the responsibility of the applicant/candidate

Review Criteria

Applicants will be reviewed according to the following criteria. Applicants should give careful consideration to each item.

General Application Quality

- Artist application is complete and includes all required items
- Application narratives are concise, clear and questions are fully addressed
- Application is professionally presented

Artistic Quality

- Demonstrates a working knowledge about the artistic discipline represented including foundational concepts, elements and principles of the art form and some applied knowledge of the art form's history.
- Demonstrates an excellent ability to communicate knowledge about their own work
- Work samples demonstrate a level of professional quality

Program Delivery

- Able to relate to an audience of diverse backgrounds and abilities
- Able to effectively relate the content of their programming to other content areas
- Able to effectively communicate and collaborate with presenters.



How to Apply:

1. Submit an online application available at:
http://arts.ok.gov/Oklahoma_Performing_Artists.html

Be prepared to provide information in your application regarding the following:

- **Artist/Group Biography**
Tell your personal story, including your background, personal growth and evolution as an artist or group.
- **Artist Statement**
Describe your work, its ongoing development, and your artistic process.
- **Professional Achievements**
List and date professional achievements you consider to be important in your work as an artist.
- **Special Skills**
Please list any special skills you possess, apart from those related to your art form, which you feel is beneficial in your work as a performing artist.

2. After submitting an online application, gather the following support materials:

- Cover letter explaining your interest in joining the Oklahoma Performing Artist Roster
- Professional, high-resolution digital photo (must be emailed to the Community Arts Director)
- Sample written release/permission to use photo for promotional purposes
- Reviews/press clippings
- Gig sheet/booking page (last two years' history)
- Sample contract
- Sample technical rider or technical needs page
- Sample press release
- A recent audio or video demo (CD/DVD/Online)
- Lyrics sheet for songs on demo
- Media kit envelope/packaging

3. Mail support materials to:

Oklahoma Arts Council
Attn: Oklahoma Performing Artist Roster
P.O. Box 52001-2001
Oklahoma City, OK 73152-2001

NOTE: Submitted support materials will not be returned. Please do not submit original/irreplaceable materials.

Successful applications submitted before January 1 will be considered for approval by the board during its March meeting. Successful applications submitted before July 1 will be considered for approval by the board during its October meeting. Approval dates are subject to change.

Questions

For questions related to the Oklahoma Performing Artist Roster, please contact the Oklahoma Arts Council's Community Arts Director at (405) 521-2931 or okarts@arts.ok.gov.



The Oklahoma Arts Council is the official state agency
for the support and development of the arts in Oklahoma.

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