



arts in education

Handbook for Visiting Performers
2018-2019



National
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Large-print versions are available upon request. Readers, foreign-language interpreters, and audiocassette versions will be arranged with two weeks advance notice.



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MARYLAND STATE ARTS COUNCIL

An agency of the Maryland Department of Business and Economic Development
Division of Tourism, Film and the Arts

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INTRODUCTION



The AiE staff is please to present the Handbook for Visiting Performers. The purpose of this Handbook is to give artists and performing companies that participate in the Visiting Performers program a resource to assist them in planning and carrying out performances.

The Handbook is divided into different sections:

- Section I (page 7) – provides an overview of the Maryland State Arts Council and its Mission Statement and Goals
- Section II (page 8-10) – provides information regarding arts education and the Maryland State Arts Council’s *Arts in Education* program
- Section III (page 12-16) – provides information on the Visiting Performers Program

Please refer to the list below for an explanation of acronyms used in the Handbook.

MSAC= Maryland State Arts Council
AiE= Arts in Education
GAF= Grant Agreement Form
AiR= Artist-in-Residence
NEA= National Endowment for the Arts

Please read through this Handbook carefully. As always, the AiE staff may be contacted with any questions and concerns.

Christine Stewart
AiE Program Director
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COUNCIL OVERVIEW

The Maryland State Arts Council is an agency of the State of Maryland, and is under the authority of the Department of Commerce. Since it was established in 1967, the purpose of the Council has been “to create a nurturing climate for the arts in the State” as stated in its founding legislation.

The Council is an appointed body of 17 citizens. Thirteen are named by the Governor to three-year terms which are renewable once. Two legislators and two private citizens are appointed by the President of the Senate and the Speaker of the House. Councilors serve without salary.

To carry out its mission, MSAC awards grants to not-for-profit, tax-exempt organizations for ongoing arts programming and arts projects. MSAC awards grants to individual artists, and provides technical and advisory assistance to individuals and groups. The Council also carries out programs of its own to enhance the cultural life of the residents of Maryland. MSAC receives its funds as an annual appropriation from the State of Maryland, and from grants from the National Endowment for the Arts, a federal agency. The Council also may receive contributions from private, non-governmental sources.

MISSION STATEMENT AND GOALS

The mission of the Maryland State Arts Council is to encourage and invest in the advancement of the arts for the people of our State. The goals of the Council are to support artists and arts organizations in their pursuit of artistic excellence; to ensure the accessibility of the arts to all citizens; and to promote statewide awareness of arts resources and opportunities.

MSAC’s programs are aimed at benefiting Maryland residents regardless of political or religious opinion or affiliation, marital status, race, color, creed, age, national origin, sex or sexual orientation, physical or mental ability, or geographic location within the State.

INTRODUCTION TO THE ARTS IN EDUCATION PROGRAM

The National Endowment for the Arts (NEA) established a program known as Artists in Schools in 1966, bringing artists-in-residence to schools to share their skills and expertise with students and teachers. The initiative evolved over the years into the present federal Arts in Education Program, which state arts agencies implement in every jurisdiction of the United States. In Maryland, funds for the AiE Program are provided by the MSAC’s budget and a federal grant from the NEA. Schools and other sponsoring organizations provide additional funding according to a matching formula that varies depending on the type of project and art form.

In 1985, a comprehensive state plan for arts education was developed cooperatively by the Maryland State Department of Education, Maryland Alliance for Arts Education, and MSAC.

This plan articulated three goals:

- Strengthen discipline-based arts instruction through the development of sequential curricula and staffing by qualified teacher-specialists;
- Relate learning in all subjects by integrating the arts across the curriculum;



- Effectively use quality arts resources available outside of school systems to promote, strengthen, and enhance school-based programs.

Current initiatives in arts education reflect a concern for providing every student in Maryland an opportunity to learn in and through the arts. These skills and knowledge will reinforce 21st Century Learning needs. The Partnership for 21st Century Skills, a creative think tank composed of top business leaders and educators, states that certain skills are essential for the workplace of the 21st Century. Those skills include creative thinking, problem solving, collaboration, global awareness, and media management. All of these skills are reinforced by the arts, thus making the arts an essential element to any curriculum.

In 2008, the Maryland State Board of Education accepted The Voluntary State Curriculum in the Arts. This curriculum defines what students must know and be able to perform within the arts disciplines and across grade levels. In 2009, The Maryland State Department of Education redeveloped the Code of Maryland Regulations (COMAR) for the Fine Arts. COMAR ensures that students meet the content requirement for the Voluntary State Curriculum and ensures that students across the state receive equal access to fine arts instruction. Maryland school systems believe that partnerships are an essential ingredient in advancing the goal of improved arts instruction. Schools, cultural and community organizations, and artists are all working together to enhance the arts programs in Maryland schools. One key organization in these partnerships is the Arts Education in Maryland Schools Alliance (AEMS Alliance). Their efforts have led to a Maryland Arts Integration Network, the Maryland Artist Teacher Institute, a Teaching Artist Institute, and many programs to support schools in bringing the arts to the forefront of the curriculum.

In September, 2013, Governor Martin O'Malley's P-20 Leadership Council voted unanimously to have a statewide task force on arts education in Maryland schools. Dr. William E. (Brit) Kirwan, Chancellor of the University System of Maryland, made the initial motion to endorse and commented on the power of the arts in his life and the importance of the arts for all students. Co-chairing the task force was nationally known sculptor and founder of Arts Education in Maryland Schools (AEMS) Alliance, Mary Ann Mears, and Dr. Jack Smith, Deputy Superintendent at the Maryland State Department of Education. Governor O'Malley's commitment to arts education was longstanding, and he has been recognized nationally with the prestigious Public Leadership in Arts Award. To continue Maryland's standing as a national leader in education, the Governor wanted to ensure that all students have access to a quality education which includes the arts. Council members commented on the critical importance of creativity and innovation in the workforce and the need for students to have a creative edge in order to be globally competitive.

- The task force was charged with creating a plan that ensures a quality arts education for all Maryland students. Specifically, the task force was asked to:
 - Examine Maryland policies and regulations on arts curriculum and instruction in the context of the new standards in arts education so as to identify gaps and alignment needs;
 - Determine the current status of arts education in Maryland schools;
 - Review pertinent research on the impact of fine arts instruction on student success in school; and



Make recommendations to the Governor’s P-20 Leadership Council regarding fine arts education in Maryland public schools to include (a) policy and regulations, (b) professional development, (c) curriculum and instruction, and (d) resource allocation.

The P-20 Task Force on Arts Education presented the final report to the Governor and the Council in September 2014. Governor O’Malley’s Leadership Council voted unanimously to accept the recommendations from his task force on arts education. The ten recommendations are based on the principles of equity and quality of arts education.

The full Task Force report can be downloaded here:

<http://www.aems-edu.org/PDFs/Task%20Force%20Final%20Report.pdf>

Updates on the completion status of the Task Force recommendations may be found here:

<http://aems-edu.org/keyIssues/GovernorsTaskForce/Updates.html>

On November 23rd, the revisions to the Code of Maryland Annotated Regulations (COMAR) were formally adopted to include the new Maryland Fine Arts Standards, include media arts as a recognized arts discipline, introduce standards for Pre-Kindergarten, and formally establish the Maryland Fine Arts Advisory Panel.

In January of 2018, the U.S. Secretary of Education announced the approval of Maryland's consolidated state plan under the Every Student Succeeds Act (ESSA).

The Every Student Succeeds Act (ESSA) was signed by President Obama on December 10, 2015, and reauthorizes the 50-year-old Elementary and Secondary Education Act (ESEA), the nation’s national education law and longstanding commitment to equal opportunity for all students.

More information on ESSA and ESEA here: <https://www.ed.gov/esea>

- *ESSA allows states more flexibility in how they deliver education to students. Each state crafted a plan that will best offer educational opportunities to meet the needs of the state and its students.*
- *The following are some of the unique elements from Maryland's approved plan as highlighted by the state:*
- *Awards credit for elementary school students completing a well-rounded curriculum as measured by the percentage of students passing social studies, fine arts, physical education and health.*
- *Supports low-performing schools through innovative strategies based on collaboration between local school districts and the state, including providing access to leadership coaches for school leaders at low-performing schools in order to give guidance on the implementation of school improvement strategies. **

*[U.S. Department of Education](https://www.ed.gov/esea)



AiE Program Mission: The MSAC’s AiE Program is designed to promote, strengthen, and enhance the arts and arts education in Maryland’s elementary and secondary schools and other community settings. To accomplish its mission, the AiE Program:

- Identifies and provides access to educational arts resources available outside the school system
- Offers financial and technical support for artist residencies in schools and co-funds performances and other arts projects for the benefit of students, teachers, and communities
- Assists in the professional development of artists for in-school programs
Stimulates support for integrating the arts as a vital and effective element in the curriculum

AiE Program Components: Components of the Arts in Education program are:

The **AiE Visiting Performers Program** provides opportunities for presentations of one or more performances, sometimes followed by workshop sessions for students in assembly programs or classrooms. Names of artists selected by the advisory panel to participate in the Visiting Performers Program are listed in the Visiting Performers Roster. Artists are selected for inclusion in the Visiting Performers Program on the basis of artistic achievement and ability to work with students and faculty in a school environment. For more information on the AiE Visiting Performers Program, visit the MSAC website at www.msac.org.

The **AiE Artists-in-Residence Program** provides opportunities for hands-on intensive workshops involving a small core group of students and teachers over a number of days or weeks. A larger group benefits from additional activities including artists’ lectures and demonstrations and projects developed by classroom teachers with the artist’s assistance. Names of artists selected by the advisory panel to participate in the Artists-in-Residence Program are listed in the Artists-in-Residence Roster. Artists are selected for inclusion in the Artists-in-Residence Program on the basis of artistic achievement and ability to work with students and faculty in a school environment. Residencies are available in:

- **Performing Arts:** dance, multi-discipline, music, puppetry, and theater
- **Playwriting**
- **Poetry**
- **Visual Arts:** architecture, ceramics, dollmaking/puppetmaking, fiber arts, glass, handmade paper/books/artist books, media, mixed media, murals, photography, sculpture, site specific installation, and two dimensional art

Artist Rosters: The Visiting Performers Roster and the Artists-in-Residence Roster are located at the MSAC website – www.msac.org. The rosters are searchable by criteria such as artist name, artistic category, geographic availability, etc. Artists wishing to be included on either roster should contact a member of the AiE staff.

AiE VISITING PERFORMERS PROGRAM

DO'S and DON'TS for AiE Visiting Performers

- ◆ Do send the contract to MSAC AiE Management Associate Jennifer Menkhaus (jennifer.menkhaus@maryland.gov) immediately upon booking as a copy must be on file in MSAC offices.
- ◆ Do maintain the school site coordinator as your #1 contact person for questions or problems.
- ◆ Do ask school site coordinator to have a copy of their contract at the performance for reference.
- ◆ Do put everything in writing – be clear and explain the most fundamental things.
- ◆ Do include travel in your fee request (confirm it matches the fees on the MSAC website).
- ◆ Do let school representatives know your preference concerning room size, number of participants, and equipment needed.
- ◆ Do count back-to-back performances at two performances (each school may have a maximum of three (3) MSAC-funded performances).
- ◆ Do check into the office when reporting to a school to let the staff know you are there.
- ◆ Do let all participants know your expectations for the performance and for each session.
- ◆ Do state objectives and desired outcomes early.
- ◆ Do remind the school that a teacher or someone from the school community must be at the performance to manage students at all times during the session; encourage PTA helpers.
- ◆ Do keep a journal of your reflections, ideas, and experiences during the residency.
- ◆ Do take pictures and share with MSAC AiE Program Director (christine.stewart1@maryland.gov)
- ◆ Do make curriculum connections and relate your art form to other events happening at the school.
- ◆ Do leave the space you work in the same way you found it. Return furniture to original position, clean up supplies, and store works-in-progress as previously arranged during orientation meeting.
- ◆ Do explore the heritage and cross-cultural influences of your art form.
- ◆ Do put the school site on your mailing list for upcoming exhibits or performances.
- ◆ Do share the school evaluation form via email with the site coordinator and follow up to confirm it was sent to MSAC AiE Management Associate Jennifer Menkhaus.
- ◆ Do fill out the [Artist Evaluation Form](#) within two weeks and send to AiE Management Associate Jennifer Menkhaus (jennifer.menkhaus@maryland.gov) for payment.
- ◆ Don't be late. Always keep your site informed in the event of any problems.
- ◆ Don't use specialized vocabulary unless you take the time to explain the meaning of the words or send a vocabulary list in advance.
- ◆ Don't set up a table to sell CDs, DVDs, books or other materials. Those can be mentioned in preliminary or follow up emails with a link to your website. That is not the purpose of the visit.
- ◆ Don't insist that reluctant students participate if they are not ready to do so.
- ◆ Don't allow disruptive participants to lessen the experience for the rest of the group. Explore strategies for dealing with disruptive students as part of your planning process. *Remember, a teacher or school representative must be with you at all times.*
- ◆ Don't ignore problems if they arise. Deal with them and work out agreeable solutions.
- ◆ Don't evaluate in terms of right and wrong. Discuss strategies for change, incorporate different elements, or look at the problem from different angle.
- ◆ Don't leave any form other than the School Evaluation form for the school to fill out and send to MSAC. The artist form is your responsibility and payment cannot be processed without them. Point schools to their [evaluation form](#) on our website.



AiE VISITING PERFORMERS PROGRAM BOOKING/PROCESS

The MSAC's AiE Visiting Performers Program assists schools and other educational institutions in obtaining quality performances and workshops in dance, multi-discipline, music, puppetry, and theater. AiE grants to the performers and companies listed on the Visiting Performers Roster of Artists make it possible for schools to obtain a limited number of performances at reduced fees.

Up to one-third of the total cost of a given service may be covered by AiE funds (performer's fee + travel = total cost of the service).

Up to three different productions per school year may be obtained by the school/site in this way.

To obtain AiE funding for a performance:

1. Schools select a performer from the AiE Visiting Performers Program - [Roster of Artists](#).
2. Schools contact the performer or their booking representative directly to inquire about productions offered this year and whether AiE funds are still available to subsidize the performance.
 - The number of reduced-rate performances is limited to three (3) per school.
 - Back to back performances count as two (2) performances.
 - When AiE funds are exhausted, full fees apply.

The AiE Program Director is available for questions and any issues that arise, but does not arrange bookings on behalf of the performer. Contact Chris Stewart at christine.stewart1@maryland.gov.

3. Schools make all the necessary arrangements (dates, times, fees) and sign a contract with the performer or their booking representative. The contract will show the amount by which the performance is subsidized by the AiE Program and the school's share of the performance fee.
 - The contract should be emailed by the Visiting Performer to AiE Management Associate Jennifer Menkhaus at Jennifer.menkhaus@maryland.gov prior to the performance.
4. After the performance, the school and the artist each fill out an appropriate evaluation form that may be accessed at the end of this handbook and as a Word document on the MSAC website: www.msac.org under the "Arts in Education" tab. Choose "Applications and Forms" in the dropdown list: <http://www.msac.org/arts-education-applications-and-forms>

Artists and schools fill out the form electronically and attach to an email. Artists/site coordinators may type their name as electronic signature. EMAIL IS PREFERRED.

5. If the form is printed, it should be filled out, signed, and mailed to the Maryland State Arts Council, AiE Program Director, 175 W. Ostend Street, Suite E, Baltimore, MD 21230.



AiE VISITING PERFORMERS PROGRAM – GUIDELINES FOR VISITING PERFORMERS

The AiE Visiting Performers Roster of Artists assists artists in promoting their performances statewide. The grant you receive each year is meant to help you reach new audiences. We trust your judgment that the money will go to those who need it or deserve it most: those who could not afford your services otherwise, those in geographically remote areas, those serving “special” populations – use your common sense, compassion, and experience.

Prior to the start of the school year, the AiE staff meets to analyze how each performer utilized their grant during the last school year. If a performer has a significant amount of funds that have not been spent (carryover), additional funds will not be allotted until the AiE staff receives documentation (contracts and evaluation forms) showing that the carryover has been spent. If the performer has spent their grant, or if they have a small amount of leftover funds (usually less than \$50), they will usually receive a grant for the upcoming school year. Performers will be notified in writing regarding the status of their grant for the next school year. Note: Leftover funds must be returned to the MSAC by June 20th of the given year.

FUNDING BREAKDOWN: Each school/site may obtain funding for a total of three different visiting performer programs each school year. A school/site may obtain AiE assistance in an amount not to exceed 1/3 of the total cost of the service (cost of performance + total expenses = total cost of service). Amounts should appear on your contract with the school/site in the following format:

Amount paid by school/site	\$ _____
Other funds (if applicable)	\$ _____
Amount covered by MSAC/AiE grant funds	\$ _____
Total cost of service	\$ _____

Please make sure that the lines shown above, as well as the name of the county (or Baltimore City if applicable), are included on the contract (see page 13). One copy of every AiE-assisted contract must be mailed to us as soon as they are confirmed. Our office must have the contract on file prior to the scheduled date.

CONTRACT: See sample next page.

EVALUATIONS: The AiE office must receive an evaluation form from both the school (see page 15) and the artist (see page 16) within 10 business days after each AiE co-funded performance.

You may leave the evaluation form available for the school at the time of your performance or you may direct the school to access the evaluation form at the MSAC’s website – www.msac.org.

The school should return the evaluation form directly to the MSAC/AiE program.

All programs and publicity materials must give appropriate credit to the MSAC and to the NEA, but will not state that the events are “sponsored” by either agency. You can find our logo on our website under “About MSAC.”



SAMPLE VISITING PERFORMERS CONTRACT

Send by email with your name typed in signature block as your electronic signature to: Jennifer Menkhaus, AiE Management Associate: Jennifer.menkhaus@maryland.gov.

Each visiting performer is required to have a contract that is signed by the artist (or their booking representative) and the school. Remember: it is a requirement that our office have a contract on file prior to the scheduled date of any performance. Below is a sample contract. Please feel free to modify it for your use.

WORLD'S BEST BAND
123 Main Street, Baltimore, MD 21201
Phone: (410) 555-5555 Fax: (410) 555-5555 Email: worldsbest@wbdc.com

November X, 2XXX

TO: Mary Jane Jones
Vice-Principal
ABC Elementary School
789 ABC Road
Baltimore, MD 21201

This is to confirm that WORLD'S BEST BAND will present two performances of "Music is Fun" at ABC Elementary School on December X, 2XXX at 10:30 am and 1:00 pm.

Location of school:	Baltimore City
Amount to be paid by school/site:	\$500
Other funds:	\$0
Amount covered by MSAC/AiE grant funds :	\$100
Total cost service:	\$600

The school is responsible for providing:

1. One medium-sized table
2. Sound system
3. Assistance with unloading/loading equipment

Payment is due on the day of the performance. If the show is cancelled due to sickness or weather conditions, neither party shall be charged.

To confirm the information included on this document, please sign one copy and return it to the address listed above.

Printed Name: _____ Signature: _____

AiE FORMS



AiE forms may be located on the MSAC website under the Arts in Education tab, and the “Applications and Forms” tab in the drop down list.

Locate forms [here](#) at the bottom of the page.

REQUIRED VISITING PERFORMER FORMS:

Due to MSAC AiE Management Associate Jennifer Menkhaus (jennifer.menkhaus@maryland.gov) within ten (10) business days of the completion of the residency to remain eligible for funding:

SCHOOL: School Evaluation Form

VISITING PERFORMER: Artist Evaluation Form



VISITING PERFORMER FUNDING POLICY

This policy and the rest of the Handbook for Visiting Performers shall be incorporated by reference into each artist's grant agreement.

- 1) Visiting Performer (VP) grants funds will be disbursed by the Maryland State Arts Council (MSAC) in two payments of 50% each.
- 2) VP will receive half (50%) of the award when VP signs and mails back both (2) copies of the MSAC grant agreement by the deadline in October. Grant agreement will be sent with award letter by mail and by email end of August/early September with deadline noted.
- 3) VP will send all school performance contracts and artist evaluations to MSAC in a timely manner, before and after each performance, respectively. VP will also provide schools with a link to, or hard copy of, the school evaluation, informing them of this required reporting in order to remain eligible for future MSAC funds.
- 4) In order to receive the second payment of the remaining 50% of the grant, all contracts and evaluations accounting for the disbursement of funds by VP to schools as discounts on the performance must be received by MSAC, including effort made to assist MSAC with obtaining final evaluations from schools.
- 5) The second MSAC grant payment of 50% will be disbursed to VP in January or February, depending on when reconciliation of documentation for the VP is completed. No payment will be disbursed if all funds are not accounted for.
- 6) After second grant payment, VP must continue to send MSAC contracts and artist evaluations and provide evaluations to schools in a timely manner through the end of the fiscal year. All documentation must be turned in by June 20th, and unused funds returned to MSAC via check made out to MSAC-COMMERCE, also by June 20th.
- 7) If a VP receives the second payment but does not provide all paperwork and return unused funds by the deadline of June 20th, VP will receive 75% of their previous year's grant in two payments of 37.5% the following year ("probation period").
- 8) If VP does not follow policy during this probation period, VP will be removed from the MSAC Visiting Performer roster.