

Roster Artist Review Process

PHASE 1

Applications and supplemental materials are reviewed by the AiE Panel and all artists are notified electronically within 90-days of the review regarding the outcome of the review. All applicants must have accomplished one of the following:

- Both sessions of the Young Audiences of Maryland Teaching Artist Institute <https://www.yamd.org/tag/teaching-artist-institute/>;
- Level 101 of the Maryland State Department of Education Fine Arts Micro-credential Institute (and 201 within 12-months) <https://www.msdefinearts.org/micro-credentials/>;
- Listed on the Kennedy Center Teaching Artist Roster.

Artists who receive a favorable review (Phase 1) by the AiE Panel are required to submit a list of upcoming workshops (for Artist in Residence Roster) or dates for performances (for Visiting Performer Roster) in Maryland schools immediately.

PHASE 2

A site visit by the AiE staff to a classroom (residency artists) or school cafeteria/auditorium (Visiting Performers) to review the artist in a school setting is conducted. Artists will be notified of their performance as site visits are completed and no later than 30-days following the site visit.

Artists must successfully pass Phase 1 and 2 phases in order to be accepted to the roster.

PHASE 3

Artists that receive a favorable site visit are then listed on the Artists-in-Residence Roster or Visiting Performer Roster.

All artists:

- Receive a formal orientation after being selected for the roster
- Must provide proof of Personal Liability insurance (\$1,000,000 for each occurrence of property damage and bodily injury) in the form of a Certificate of Insurance listing the artist or MSAC as the Certificate Holder (if the artist does not have this insurance, we can provide information on an insurance company where the artist may obtain it). The artist is responsible for renewing the policy and sending an updated certificate to MSAC prior to the expiration date. Failure to do so will result in one reminder, then a removal from the roster (we cannot list artists without this insurance).
- Are personally responsible for compliance with county board of education requirements related to background checks and fingerprinting.
- Are personally responsible for MSAC required documentation/reporting of their residency and/or assembly activity, including but not limited to contracts, evaluations, and invoices.
- Must perform at least one residency in a three-year period to remain listed on the roster or will be required to reapply during the next application cycle (Summer, 2021 for FY22; Summer, 2023 for FY24).

