

# A TOWN CENTER



BREEDING A CULTURE THAT INSPIRES

1206 Meridian Street, Anderson IN 46016

[www.atowncenter.org](http://www.atowncenter.org)  
[atowncenter@gmail.com](mailto:atowncenter@gmail.com)

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A Town Center, Inc. is seeking artists interested in participating in its Artists-in-Residence program. A component of the program is designed to give free space to artists or groups of artists for 1 year if they give back to the community in **one or more** of the following ways:

- Teaching One Class Monthly
- Community Event- i.e. Festival
- Community Mural or Community Art Project
- Musical Shows
- Showing Work Each Month At First Friday Events

In turn, the artist will get the opportunity to showcase their work at A Town Center, Inc. free each month, receive a free studio for 1 year and participate in all A Town events/shows free of cost. Artists have the ability to sell pieces of work at First Fridays and their studios free of cost. The artists will also be featured on the website, Facebook and any media that is sent out to promote A Town Center, Inc.

A Town Center, Inc. will connect its artist with the community to encourage arts integration and strengthen arts education.

A Town Center's Board of Directors will collect applications, resumes and background check authorizations and select artists for the program. We are looking for artists who express a genuine passion for art, community engagement and

increasing the Quality of Life in Anderson Indiana.

A Town Center, Inc.'s goal is to identify 6 - 8 artists in the areas of visual art, dance, music, culinary arts or other art forms. Once artists are chosen, artists will be contacted.

We are excited to hear from you and are open to any creative input.

Residency is based on 1 year. After your year is up and you have successfully completed your project, you are eligible to apply again for another year with another project or an extension/continuation of your current project.

The residency projects and/or class instruction takes place of rental fees. A Town Center, Inc. takes NO COMMISSION.

Artists in residence can use A Town Center, Inc. free of charge ONCE during their residency for an event that is outside of an A TOWN CENTER, INC. event. Any events that are in collaboration with A Town Center, Inc. and the profits go towards A Town Center, Inc., if agreed upon with the Artist and Residence and Board Approval, can take place multiple times throughout the year based on calendar availability.

Thank you for your consideration, Keep Creating!

A Town Center Inc. Board of Directors

## Artist in Residence FAQ's

- A Town Center, Inc. is seeking artists with a passion for visual arts, dance, music, culinary arts or other art forms. (Not limited)
- Artists who apply are not guaranteed to be placed in the program.
- Selected artists must attend a mandatory orientation with the board members (30 min-1 hour).
- Selected artists will be required to submit a short biography and photo and are encouraged to promote themselves and their project. More information will be provided at orientation.
- Artists are encouraged to serve their residency for the duration of the project. Artists have full access to their space 24 hours a day unless a tenant moves into the adjacent space and times/terms will be renegotiated with option to end lease.
- Artists who complete their residency will be required to submit a project evaluation as well as participate in an end- of-project round table discussion.
- Artists are required to decorate their own space to fit their needs. Any structural changes must be approved with the Board of Directors.
- Mutual space (gathering area, hallways in the artist area) can be decorated with mutual collaboration from current artists in residence.
- Smoking is prohibited in the building.
- Overnight guests are prohibited as well as continual use of the space as an "apartment". We understand that each individual's hours and creative time will vary.
- Quiet times are encouraged and expected 11:00 p.m.- 6:00 a.m.
- Minimum use of 30 HOURS PER MONTH for the space is required. If you aren't using the space, you will be asked to give up your studio and let another artist move in. Minimum hours are set to build community amongst artists and create a creative, conducive environment. Collaboration and energy cannot take place in empty

- rooms!
- To apply as an Artist in Residence, please fill out and return the Artist-in-Residence application and background check authorization. You may also submit a resume. It is suggested that you apply by e-mail to [atowncenter@gmail.com](mailto:atowncenter@gmail.com)
  - Interviews/Orientation will be held at A Town Center, Inc. located @ 1206 Meridian Street Anderson IN 46016. There is free parking at the city lot adjacent to the YMCA.
  - Please plan on arriving ten minutes before your scheduled interview to accommodate parking and restroom needs.
  - Please wear attire you would choose to wear for your residency.
  - Please bring any displays, pictures, finished works and anything else you see fit that can help us envision an Artist-in-Residence project plan. You should also bring two forms of identification to process your background check.
  - We would like to know about your materials, techniques, and your objective of the project.
  - Applicants will be notified within seven days from their interview.
  - Any interview or residency questions should be directed to Sonia Caldwell, President at [atowncenter@gmail.com](mailto:atowncenter@gmail.com)

Applications will be accepted until spaces are filled.

THANK YOU!



## *Artist In Residence Policies*

### *Courtesies*

- Be courteous when working in your studio. Be aware of music volume. We encourage use of earbuds/headphones, but soft music is fine as long as it isn't bothering other artists.
- If you use a common tool, please put it back after use the same day in which you borrowed it.
- If you make a mess, please clean it up.
- If you fill your trash can or a trash can, please take it to the dumpster and replace the bag.
- Please do not leave food or drink in your studio, we prefer no critters!!
- Do NOT LEAVE incense unattended. We prefer the use of plug-ins versus candles.
- Please do not use A Town Studios as a FRIEND hang out. You are welcome to bring potential patrons and occasional guests to look at your work.

### *Studio Info*

- You can use A Town Center Furniture if it is in your studio. Please leave it in the room when your lease is up. If you don't want the furniture that is left in the space, please let A Town staff know and we will have it removed.
- Feel free to paint and decorate the room/floor however you want. Please don't make any structural adjustments without permission from A Town staff.
- DO NOT touch anything in other artist's studios.
- Do NOT take photos or post any work in the artist's studios, as it is their INTELLECTUAL PROPERTY.
- IN GENERAL, if it isn't yours, don't touch it!!

### *Gallery/Main Level Info*

- You can use the gallery space to work upstairs when there are no classes or events scheduled. Please refer to the calendar.

- When using the upstairs space, please use your own materials, not the A Town Class and Event Materials.
- Please use a drop cloth when painting in the main area.
- Sweep or Mop any areas that you have made a mess in.
- Clean brushes in the metal sink in the utility room NOT the kitchen or bathrooms.
- The premises is monitored by security system/cameras. This is for your safety.

#### *Works for Sale*

- A Town Center can take credit card payments for your work and will reimburse you minus the credit card fee that SQUARE charges.
- Feel free to use your own way of taking Credit Cards as well.
- Please work with the program director to inventory any items you are selling in the A Town shop area. This is to protect your interests and items

#### *Insurance*

- A Town Center, Inc.'s insurance policy does not cover your personal works of art.
- If you need help with finding an insurer for Renter's Insurance, please let us know and we can connect you to our policy carrier.

#### *Key Code*

- We will issue you a key code for entry to the front door of A Town Center, Inc.
- Do not share your code with anyone. We do this for your safety. We do not want key codes out there for anyone to access.

Artist In Residence:

Signed \_\_\_\_\_ Date \_\_\_\_\_

A Town Representative Witness:

Signed \_\_\_\_\_ Date \_\_\_\_\_

# A TOWN CENTER



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**TODAY'S DATE** \_\_\_\_\_

A Town Center, Inc. does not discriminate on the basis of race, color, national origin, sex, disability, political beliefs, sexual orientation, marital status, and guarantee's that this application will be handled in a confidential manner.

**GENERAL INFORMATION:**

NAME \_\_\_\_\_ PHONE \_\_\_\_\_ OTHER PHONE \_\_\_\_\_

E-MAIL \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_ AGE \_\_\_\_\_

CURRENT ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

PERMANENT ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

**EMERGENCY CONTACT**

NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_ PHONE \_\_\_\_\_

NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_ PHONE \_\_\_\_\_

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**HOW DID YOU HEAR ABOUT THE ARTISTS-IN-RESIDENCE OPPORTUNITY?** \_\_\_\_\_

**REFERENCES** PLEASE LIST TWO REFERENCES. INCLUDE ADULT BUSINESS ASSOCIATES, EMPLOYERS OR SOCIAL FRIENDS. (DO NOT LIST RELATIVES). BE SURE YOU INCLUDE PERSONS WHO CAN PROVIDE INFORMATION ABOUT YOUR QUALIFICATIONS AND SUITABILITY FOR THE PROGRAM.

1. \_\_\_\_\_

\_\_\_\_\_

First and Last Name of Reference

How do you know this person?

Phone # with area code

\_\_\_\_\_

\_\_\_\_\_ Alternate phone #

\_\_\_\_\_ e-mail if available

2. \_\_\_\_\_

\_\_\_\_\_  
First and Last Name of Reference

\_\_\_\_\_  
How do you know this person?

\_\_\_\_\_  
Phone # with area code

\_\_\_\_\_  
Alternate phone #

\_\_\_\_\_  
e-mail if available

**COMPLETING THE APPLICATION PROCESS:** I understand that my application as an Artist-in Residence is contingent upon successful completion of the interview process and review from the interview panel. I certify that the above information is correct. I agree to inform A Town Center, Inc. of any changes.

**I give my permission for the named references to release information about me and my criminal history to be verified.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Thank you for your willingness to share your talents!**

**ABOUT YOU. (PLEASE COMPLETE AND RETURN WITH APPLICATION)**

CREATIVE DISCIPLINE(S): \_\_\_\_\_

YEARS PRACTICING: \_\_\_\_\_

WEBSITE: \_\_\_\_\_

1. WHAT ARE SOME OF YOUR INFLUENCES?

2. PLEASE LIST CREATIVE SKILLS AND STRENGTHS YOU WOULD HAVE TO SHARE AS AN ARTIST-IN-RESIDENCE:

3. PLEASE BRIEFLY DESCRIBE A PROJECT YOU WOULD LIKE TO BRING TO A TOWN CENTER, INC./ ANDERSON INDIANA AND WHY IS IT IMPORTANT TO SHARE THIS WITH THE COMMUNITY? HOW WILL IT ENHANCE THEIR ARTS EDUCATION EXPERIENCE? \_\_\_\_\_

4. WHAT TYPES OF TECHNIQUES, PROCESSES AND OR MATERIALS WOULD YOU USE?



5. TELL US SOMETHING INTERESTING ABOUT YOURSELF!

***Please attach documentation of current projects that they are working on, along with most recent works completed.***

AGES YOU ARE COMFORTABLE TEACHING CLASSES TO:

OTHER COMMENTS:

**AVAILABILITY:**

WILL YOU BE ABLE TO HELP HOST AND/OR TEACH ONE CLASS PER MONTH IN EXCHANGE FOR YOUR STUDIO SPACE IF YOU ARE NOT WORKING ON A COMMUNITY PROJECT?

ARE YOU WILLING TO SHOW YOUR WORK AND ATTEND AT LEAST 10 OUT OF 12 FIRST FRIDAY EVENTS OF THE YEAR?

**WHAT KIND OF TRANSPORTATION WILL YOU USE?** (PERSONAL CAR, BUS, BICYCLE, WALKING, OTHER)

Please note that A Town Center does not have dedicated parking. You will have to park in the street or the city lots.

**A TOWN CENTER, INC. CRIMINAL HISTORY CHECK FORM  
(PLEASE COMPLETE AND RETURN WITH APPLICATION)**

To protect your privacy, this form will be seen only by the Program and/or Artistic Director.

\_\_\_\_\_  
First Name Middle Initial Last Name

Previous married and/or maiden names \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Driver License Number: \_\_\_\_\_  
Month Day Year

Have you ever been convicted of a felony or a misdemeanor? no \_\_\_\_ yes \_\_\_\_

If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I give the A Town Center, Inc. permission to check my criminal history with state and local police as well as with any jurisdictions in other states in which I have lived.

\_\_\_\_\_  
Signature Date

**NOTE:** A criminal record will not necessarily disqualify an applicant. A criminal record is one piece of information that will be considered in determining the appropriateness of an individual to be an Artist-in-Residence.

PLEASE PROVIDE 2 FORMS OF ID, ONE OF WHICH SHOULD BE A PICTURE ID. WE WILL MAKE A COPY OF YOUR PICTURE ID AND KEEP IT IN YOUR CONFIDENTIAL FILE.

Office use: ID's provided: \_\_\_\_\_, \_\_\_\_\_

**1) SUBMIT YOUR APPLICATION, REFERENCES AND BACKGROUND CHECK AUTHORIZATION TO:**

ATTENTION:  
SONIA CALDWELL  
A TOWN CENTER, INC.  
EMAIL: **ATOWNCENTER@GMAIL.COM**  
ADDRESS: 1204 Meridian Street, Anderson, IN 46016

**2) AFTER YOUR APPLICATION HAS BEEN RECEIVED, REVIEWED, REFERENCES CHECKED, BACKGROUND CHECK COMPLETED... LEVI RINKER OR SONIA CALDWELL WILL CONTACT YOU FOR AN INTERVIEW.**