



# Arts Leadership RESIDENCY

## ARTS LEADERSHIP RESIDENCY 2023-24 GUIDELINES

### ABOUT THE RESIDENCY

**The goal of Theatre Bay Area's Arts Leadership Residency program is to support inclusion and representation in theatre leadership by removing roadblocks to arts leadership for historically marginalized groups.** The Arts Leadership Residency is designed to give freelance theatre artists the experience, skills, and connections they need to become the artistic directors and managing directors of the future. The Arts Leadership Residency is also designed to assist theatre companies in creating more diverse future leadership transitions.

The program will place one to four theatre artists (depending on available funding) in residencies with professional theatres between August 31, 2023 and December 31, 2024, during which they will be mentored by the Artistic Director or Managing Director and be provided at least one opportunity to direct or produce a significant project.

Over the course of the residency, residents will be required to spend the equivalent of 12–16 full-time weeks (480–640 hours) in residence with a theatre, arranged in whatever units of time work best for both parties.

Artistic Directors and Managing Directors will introduce their respective residents to the myriad tasks that comprise their job, including programming, budget-making, fundraising, marketing, audience development, talent acquisition and retention, project management, and working with a board of directors. By working closely with leadership, residents will also be introduced to artists and leaders throughout the larger theatre community.

In addition to receiving mentoring and engaging with the company's administrative functions, each resident will have the opportunity to direct or produce at least one significant creative project. These could take many different forms; examples include a main stage show in the regular season, a second stage show, or a festival of new works. For

the purposes of this residency, staged readings do not count toward a significant creative project.

Each grant provides \$12,000 in funding, paid to the company to cover the cost of hiring the resident for the 480–640-hour residency under current California law, conforming to wage guidelines in the host theatre’s county.

The cohort of residents and their company mentors will convene at least twice during the project period. During the granting period, residents will be expected to participate in TBA events such as the Annual Conference as their schedules allow.

## **ELIGIBILITY REQUIREMENTS**

### **COMPANIES**

1. Must be current members of Theatre Bay Area as of the application date and maintain TBA membership through December 31, 2024.
2. Cannot have leadership currently serving as a TBA Board Member or employed as TBA staff.
3. Were not awarded the Arts Leadership Residency in the previous cycle.
4. Must confirm that the artist is not currently employed by the company and agree to hire the artist under current California law.
5. Are committed to providing mentorship to the resident by the artistic director or managing director of the company and introducing the resident to the tasks and concerns that comprise their jobs as arts leaders.
6. Are committed to providing the resident at least one opportunity to direct or produce a significant project between August 31, 2023 and December 31, 2024.
7. Are committed to attending two full cohort meetings (scheduled at participants’ convenience).
8. Agree to complete a final report by December 31, 2024 (see below for details).

### **RESIDENTS**

1. Are 18+ years of age and legally able to work in the United States.
2. Are not enrolled as students in a college, university, or professional training program.
3. Are not currently serving on TBA’s Board or employed as TBA staff.
4. Have not previously been awarded the Arts Leadership Residency.

5. Are available to work the equivalent of 12–16 full-time weeks (480–640 hours) between August 31, 2023 and December 31, 2024.
6. Are not currently employed by the company, and are committed to working for the company during the residency period in administrative areas such as literary management, fundraising and development, audience development, marketing, hiring, and/or other areas which fit the resident’s skills and experience.
7. Are committed to directing or producing at least one significant creative project during the residency between August 31, 2023 and December 31, 2024.
8. Are committed to attending two full cohort meetings (scheduled at participants’ convenience).
9. Agree to complete a final report by December 31, 2024 (see below for details).

Applicants may submit only one proposal in each granting round.

## **PRIORITY**

Priority will be given to the following partnerships/applicants:

Individuals who:

- Identify as BIPOC, disabled, female, transgender, and/or non-binary/genderqueer.
- Outline the benefits of the program to themselves and to the community at large.
- Outline administrative and leadership skills, experience, and/or potential they bring to the company.
- Clearly articulate their artistic vision, values, and goals.

Companies that:

- Outline the proposed relationship between the company and the artist including the methods of support offered by the company.
- Have the resources to provide meaningful mentorship and networking opportunities.
- Detail the expected benefits to the company, the artist and potentially the community at large.
- Clearly articulate the company’s artistic vision, values, and goals.

## **THE APPLICATION PROCESS**

**Each theatre company and its prospective resident must apply together. We cannot accept applications from prospective residents or host companies applying alone.** If you are interested in applying but don't have a resident or host company in mind, we strongly recommend attending the free online application workshop. [Click here to learn more.](#)

**ALL APPLICATIONS MUST BE SUBMITTED ONLINE by 5pm, August 31, 2023.**

**The online application is here: [Arts Leadership Residency 2023–24 Application](#)**

October 15, 2023: Notification of awardees

October 2023: First payment to companies

April 2024: Second payment to companies

December 31, 2024: Final Report due

**We're unable to accept late applications or extend the application deadline.** Please plan on submitting early to allow for troubleshooting any technical issues.

Please note that you cannot edit the form once submitted; if there is an issue, please contact Melissa Hillman at [Melissa@TheatreBayArea.org](mailto:Melissa@TheatreBayArea.org). You also cannot save your progress and return to the application. You can click the application link above to see the required questions without a log-in, and you can keep the window open as long as you like; you will not time out. Plan to prepare everything you need in advance, then fill the application out in one sitting.

## **APPLICATION DETAILS**

### **Company:**

**APPLICATION LETTER:** You may submit this as either a written letter or as a video.

This letter should address:

- Why do you want to work with this particular theatremaker?
- What administrative work will they be doing for your company?
- How will you support their learning/mentorship?
- What kind of significant project will they be directing or producing for you, and what will be the artistic goals of the project?

Written Letter: No more than 750 words, 1.15 or 1.5 spaced in a font no smaller than 11 pts.

Video: No more than five minutes in length, submitted as a YouTube or Vimeo link. Please note: The video can be unlisted, but not password-protected or set to “private.”

**COMPANY HISTORY**: If your production history is on your website, you may submit a link. Otherwise, you may upload a .pdf of no more than two pages itemizing key productions, artistic achievements, awards, and/or programs.

**MISSION STATEMENT AND VALUES STATEMENT**: If your mission statement and values statement are available on your website, you may submit a link. Otherwise, you may submit a .pdf.

**KEY PERSONNEL**: If your company’s staff and board members are listed on your website, you may submit a link. Otherwise, you may submit a .pdf with the names and bios of three to five of your company’s key personnel. Be sure to include personnel with whom your resident would be directly working.

## **Resident:**

**APPLICATION LETTER**: You may submit this as either a written letter or a video. This letter should address:

- What are your career goals?
- Why do you want to work with this particular company?
- What administrative skills do you bring to the relationship?
- What kind of significant project will you be directing or producing

Written Letter: No more than 750 words, 1.15 or 1.5 spaced in a font no smaller than 11 pts.

Video: No more than five minutes in length, submitted as a YouTube or Vimeo link. Please note: The video can be unlisted, but not password-protected or set to “private.”

**RESUME**: Resume should be no longer than two pages and focus on experience, education, achievements, and awards directly related to the work you will be doing with the company.

**ARTIST STATEMENT:** This can be submitted as a written letter or as a video. The Artist Statement should detail your approach, values, goals, and/or vision as a theatremaker.

Written letter: No more than 750 words, 1.15 or 1.5 spaced in a font no smaller than 11 pts.

Video: No more than five minutes in length, submitted as a YouTube or Vimeo link. Please note: The video can be unlisted, but not password-protected or set to “private.”

### **FINAL REPORT**

Companies and artists who are awarded must each provide a separate self-evaluation of the project, including lessons learned, administrative work completed, details on the performance, future plans (if any), and any other information you feel is relevant to the project.

Questions? Contact Melissa Hillman, Programs Officer at [Melissa@TheatreBayArea.org](mailto:Melissa@TheatreBayArea.org) or (415) 430-1140 x1017.

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