

Timeline for School Sites/Administrative and On-Site Coordinators

6-12 months before the residency:

- Assess needs, form Steering Committee; determine goals; seek AIE Consortium technical assistance, complete grant application; apply for funding and await award letter notification.
- Attend Administrator's Day at the Artist/Teacher Institute (aTi) to accept award and for initial orientation.
- Participate in the Steering Committee's interviews of AIE Roster Artists to select a Residency Artist.
- Confirm participating teachers; determine both Core Group and Participating Students.
- Schedule planning meeting with Residency Artist and participating teachers to prepare for residency.
- Invite the Residency Artist to tour the school site and, if possible, the nearby community.
- Sign and return grant agreement contracts; keep copies for reference.

One month before the residency:

- Send out press releases announcing the residency and photographs to local and in-house media.
- Confirm supply/equipment list with participating teachers and Residency Artist; approve and arrange purchase for what is needed.
- Make sure all participants (teachers, Residency Artist, administrators, AIE Partner) have copies of the residency schedule including dates and times of all sessions, staff Professional Development Workshop, Visiting Artist and/or field trip, community culminating event.
- Announce residency to the Participating Students' families through letters and/or e-mail.

The first day of the residency:

- Welcome the Residency Artist and provide site orientation (sign in procedures, parking information, and identify space to leave personal items, have lunch, spend time between classes, etc.).
- Share any last-minute schedule changes such as fire drills, assemblies, school trips, room changes, tests, closings and district-wide professional development dates.
- Check in with the Residency Artist and participating teachers at the end of the day to gather their reflections and answer questions.



Tile Mural Residency at Galloway Township Afterschool Program, Galloway Township

Throughout the residency:

- Visit sessions regularly, check in with all participants to witness success, and offer support as needed.
- Schedule, publicize and participate in the staff Professional Development Workshop.
- Keep the Residency Artist informed of any last-minute schedule changes (fire drills, assemblies, school trips, room changes, tests or closings due to inclement weather) and adjust residency schedule as needed
- Stay in touch with your AIE Partner: update any schedule changes; seek advice on any issues, difficulties or challenges; provide feedback on the residency impact.
- Keep track of the residency budget, especially the school match and confer with Residency Artist and AIE Partner on any needed adjustments.
- Make sure Final Report evaluation forms, provided by your AIE Partner at the start of the residency, are distributed to teachers, staff, artists, students, parents and community members to document and evaluate the residency in-process.
- Coordinate ongoing and culminating publicity with local and in-house media.
- Invite Board of Education members and community leaders, including your state legislator to visit the residency and attend the community culminating event.
- Assist with logistics for field trips, Visiting Artists or other special events.

- Coordinate documentation of the residency process outcomes and impact.
- Work with Residency Artist, teachers and students to plan and arrange the community culminating event.
- Distribute and collect community evaluation forms at the event.

"We got to dance, make costumes, and act. I would like AIE in the third grade again."

Student, Robert Morris School, South Bound Brook

After the residency:

- Complete Final Report evaluation forms and final budget; collect staff and student evaluations.
- Assemble final documentation of the residency; collect photographs, portfolios, student work samples, journals and exhibit in school or at other community sites such as a library, board office, local gallery or historic site; place scrapbooks in library; archive audio or videotapes; post student residency work/comments/snapshots on school/class website.
- Conduct a final Steering Committee meeting to: reflect on and assess the residency's successes, challenges and impact; identify residency elements that could be continued or expanded; and discuss future arts education efforts for your site.
- Thank all residency participants: teachers, support staff, parents, community members, students and Residency Artist.