



UNIVERSITY OF
CENTRAL
ARKANSAS™

COLLEGE OF ARTS, HUMANITIES,
AND SOCIAL SCIENCES

UCA Artists in Residence Faculty/Staff Guidelines

Congratulations on receiving a residency for the 2024-25 season! These guidelines will give you information for carrying out a successful residency.

Purpose of AiR: “To expand artistic opportunities that supplement and enhance university life and academic programs.” (“Fine and Performing Arts Fee MOU,” approved by UCA Board of Trustees, Feb. 2000)

Responsibilities

I. Dean’s Office

The CAHSS dean’s office will be responsible for the following:

1. Negotiate and create an inclusive contract (including artist fees, airfare, hotel, meals, and incidentals), which is signed by the provost and a UCA purchasing agent and sent by the dean’s office to the artist or agent.
2. Draft a press release, which Fredricka Sharkey, Director of Media Relations, will send to news outlets across the state three weeks prior to residency.
3. Design and print fall and spring CAHSS digital and print brochures that list all residencies. The college will also create the official AiR poster and social media materials and will send electronic files and deliver ten print copies (17 x 11 in) to the faculty sponsor/department/school. CAHSS will distribute additional print posters at various locations across the campus. Additionally, the college will send these materials to UCA Inform, CubConnect, and to the Director of Media Relations.
4. Create and process the purchase order for payment to the artist/agency and issue payment to the visitor upon arrival at UCA for the residency.
5. Create an individual Google Folder for each residency. If your project is funded, you will be given access to an AiR folder for your artist. This will have scheduling templates, checklists, venue/equipment reservation forms, and other materials. The folder is also where you will drop all information pertaining to your artist.

II. Faculty/Staff

The department/school or an individual faculty member in consultation with their department/school will be responsible for the following:

1. **Activity Schedule:** Faculty sponsor will work with the artist(s)/agent to determine the activities/dates/times for all residency events using AiR Checklist (below) and send it to Associate Dean Seymour.
2. **Event Venues:** Determine and reserve venue(s) for all residency activities that take place in your department/school; for venues in Windgate, Reynolds, McCastlain, College of Business Auditorium, Ida Waldran, Student Center, Amphitheatre, etc., consult with CAHSS staff who will make those reservations.
3. **Publicity Materials:** Provide CAHSS with an artist-approved bio and hi-resolution photos (with photographer's credit line) at least six weeks prior to the AiR visit. It is expected that the faculty sponsor/department/school will develop a publicity plan that will provide promotion to professional organizations, specialist email lists, alumni, students, etc.
4. **Itinerary:** Create a final itinerary for the artist(s) and forward a copy to the dean's office. This includes determining transportation schedule for airport pick up and drop off and shuttling between housing and campus, which is typically provided by faculty colleagues. Other considerations include the following: providing escort for the artist on campus, equipment/instrument/art supplies transportation on campus, parking passes, and golf carts for those with mobility issues. [Note: The faculty member or department/school is responsible for providing all ground transportation in Arkansas.]
5. **Technology Needs:** Reserve all necessary technology for AiR events by working with your department/school admin. Technology requests typically go through AV Services, Conference Services, Reynolds, or Windgate.
6. **Housing:** Work with CAHSS to determine housing options for artist(s) during the residency. Because we contract an inclusive fee with the artist(s), they typically reserve and pay for their own hotel, Airbnb, etc. Depending on the overall residency schedule and the number of artists participating, however, CAHSS can offer a two-bedroom, two-bath, furnished apartment free of charge, courtesy of Engage Management.
7. **Order Supplies:** If applicable, create and process purchase orders for supplies and services including, but not limited to, venue fees and special equipment (Note: Funds for supplies and services will be transferred to your department **only** if budgeted in your original proposal and approved by the dean's office. Typically, Arts Fee funds do not pay for receptions or food.)
8. **Provide Introductions:** Be prepared to introduce your artists at each event as appropriate. This includes mention of the Artists in Residence program funded by the Student Arts Fee, acknowledgement of colleagues and staff who provided assistance, and thank you to any sponsors (Hearne Fine Art, Pyramid Books, Engage Management, etc.) that support the artist.
9. **Communicate Changes:** Contact the Dean's Office immediately with any changes to the schedule.
10. **Assessment:** Record attendance numbers and demographic information for each event and send it to the CAHSS office at the conclusion of your residency.

Artists in Residence Information Checklist

1. **Department/School Contact Person:** _____

Telephone number: _____ Email address: _____

2. **Artist's Name:** _____

Telephone number _____ Email address: _____

3. **Agent's Name (if applicable)** _____

Telephone number: _____ Email address: _____

List of specific events to be carried out by the artist/scholar

Date	Time	Activity	Location

Please send all information, including general questions or updates, to Dr. Gayle Seymour, associate dean, McCastlain 110, gayles@uca.edu, 450-3295. Thank you!