



**All artists have scheduled days off. Detailed schedules will be provided to artists closer to May 2018**

### **Artists' Work Space and Hours/ Days Artists Can Access the Work Space**

Artists working at the museum will work in a very public setting – either in the gallery or in a lobby area. The spaces are not enclosed. The museum will work with the artist to ensure a comfortable set up with good lighting, tables, powertools, if applicable, etc. The museum work space is only accessible during museum operating hours – the museum operating hours are Tuesday through Saturday 8:30am-5pm. The work space will not be accessible during non-operating hours. Artist' days off from the museum are typically Sunday and Monday.

### **Artists' Research Time**

Scheduled generally from 9-10am or at another time if arranged with curator. The 9-10am blocks of time are not listed on the publicly printed program calendar to allow for uninterrupted time in museum storage, the gallery, or museum offices. This is also a good time to prepare for any proposed classes or museum talks.

### **Artist's Welcome Dinner**

Every artist is invited to attend dinner with the Artist Residency Welcome Committee. The dinner will take place at either the curator's home or at a restaurant in downtown Sitka. This gives the artist a chance to get to know community members in Sitka and museum staff and Friends of Sheldon Jackson Museum Board members. See schedule for scheduled dinner date and time.

### **Artists-in-Residence Salary**

Artists in the longer residencies are provided with an artist award of \$1,900 and are provided with travel to and from Sitka, lodging, and food. (If in the residency co-hosted by Sitka Fine Arts Camp, this reflects pay from both the Friends of the Sheldon Jackson Museum and the Sitka Fine Arts Camp.) The Camp will issue artists a check for the hours worked at the Camp and the museum issues checks only for the hours worked at the museum.

Artists in the shorter residencies are provided with an artist award of \$1300 and are provided with travel to and from Sitka, lodging, and food.

Payment dates are listed on the calendar distributed to artists in May. Generally, the museum gives artists half of their stipend at the beginning of their residency and the second half at the end. Please note that your bank may not be in Sitka and plan to possibly have to deposit your check via post or mobile deposit using a smartphone if you have one. Please note that if you are co-hosted with the Camp, the Camp oversees your payment for your time working there and determines the payment schedule for their own payments.

### **Travel**

Travel will be paid for by the Friends of the Sheldon Jackson Museum. If artist has option of travelling by ferry or airplane, the museum will pay for whichever option is less costly. If travelling with a car on the ferry, the artist must pay for the transport of the car to and from Sitka. If an artist chooses to extend their stay in Sitka, they must make their own arrangements and pay any associated fees. If an artist misses a flight or ferry ride, he or she will be responsible for associated fees.

### **Pick-up and Drop-Off at Ferry Terminal or Airport**

A representative of Friends of Sheldon Jackson Museum or museum staff will pick up the artist from the ferry terminal or airport. In some rare cases, artists may need take a taxi - in this instance, the artist will need to keep the receipt, provide it to the museum, and then be reimbursed by the museum. Arrangements will be made in advance of arrival.

## **Food**

Artists who do not reside in Sitka and who are not working with Sitka Fine Arts Camp students are provided with a \$50 a day stipend for food. Artists working with Sitka Fine Arts Camp are provided with food by the Camp the majority of their stay. For non-camp days, artists working with the Camp will be issued a food per diem by the museum.

## **Lodging and Facilities and Internet Access**

Artists selected for the Residency Program who do not reside in Sitka are housed on the Sheldon Jackson Campus. Artists are shown their room by a Sheldon Jackson Campus staffer upon their arrival and provided with a key. Artists are provided with their own room and should bring in addition to their own clothing and toiletries, a towel. Other linens provided. The rooms artists stay in are not equipped for cooking one's own food but there is a fridge and the museum can loan a coffee pot if desired. Artists are, however, in walking distance of many dining options in the downtown area.

Rooms do not have internet access, though there is internet available at the public library next to the museum, in some downtown areas via free City of Sitka WiFi, at the Highliner Coffee, McDonalds, and limited internet at the museum. If concerns arise related to lodging outside of 8am-5:00pm hours, please contact Sitka Fine Arts Camp: (530) 219-2902. There are washers and dryers on site on campus but no change machine or laundry detergent dispensers.

## **Artist's Talk or Hands-on Class**

Artists who propose a lecture/talk or hands-on class in their application are given preference as applicants. Artists are strongly encouraged to propose a talk on a topic of their choice or a biographical talk on themselves or their artwork OR alternatively, a hands-on class on an art form. This is arranged with the curator in advance and if a PowerPoint is being given, and it must be provided to the curator prior to arrival to Sitka. If an artist wants to propose a different activity such as a dance or drumming session or performance, or reading, or any other creative suggestion, we welcome your ideas. Talks and classes happen in the museum gallery.

## **Artists' Final Talk/Presentation on Accomplishments During Residency**

Each Full Residency artist provides an informal Final Talk outlining their work during the course of their residency. The Final Talks are scheduled in advance of the start of the residency program. Talks take place in the museum gallery and happen near the end of residencies. We have a PowerPoint set up if desired – let us know. Artists' Final Talks can be informal and are a way to share your accomplishments with local Sitkans and museum staff.

## **Sale of Artwork**

Artists in residence are not allowed to sell their artwork directly to museum visitors in the gallery or on museum grounds. The museum does, however, encourage artists to have business cards, contact information, binders or portfolios showing examples of art, etc. with them while they are working at the museum to show visitors.

## **What if I Need Something? What if I am late? Lost? Miss my flight/ferry? Unhappy about Something? What is the best place to eat in town? What restaurant should I order delivery from? What if.....?**

Our goal is to make you welcome and comfortable. The Friends of Sheldon Jackson Museum and museum staff are here to help you. If you need anything or have any issues, please alert us by talking to staff in person. You may call the museum directly at (907) 747-8981 or for emergencies, museum curator, Jackie Hamberg at (781) 738-7510. If the issue is related to the dining hall or lodging (loss of a key or unable to find a building on campus, etc.), staff at Sitka Fine Arts Camp can be reached at: (530) 219-2902. If you are running late to work or are going to be out sick, please call the museum directly to let staff know (907) 747-8981.