



Call for Artist Submissions

Richmond Hill is seeking submissions from artists of all disciplines wishing to be considered for the Artist in Residence program. **Please note that this is not a live-in residency.**

Program Guidelines

Purpose

The Artist in Residence program will provide one professional artist or one collective of artists with the opportunity to develop a **new piece of work** with the stated purpose of animating outdoor public spaces. The goal of the program is also to engage the community through the creation of small-scale temporary installation(s) or creative experience.

Program Goals

The overarching goals of the Artist in Residence program are to:

- Animate outdoor public space(s);
- Foster accessible, inviting and fun community engagement in arts;
- Support the creation of vibrant places and spaces in Richmond Hill;
- Create opportunities for intercultural exchange;
- Provide an opportunity for an artist(s) to build their portfolio and body of work; and
- Offer opportunities for residents and visitors to experience art in non-traditional spaces and in non-traditional forms.

The Artist in Residence program is a Recreation & Culture Plan initiative and artists are encouraged to submit projects that support the themes identified in the Plan. For more information, visit RichmondHill.ca/CulturalPlan.

Eligibility

The Artist in Residence program is open to emerging, mid-career and established professional artists working in, but not limited to, the following disciplines: Performing Arts, Visual and Media Arts (including Film/Video), Dance, Music, Multidisciplinary, Craft, Theatre and Literary Arts.

The artist must be a Canadian citizen or a permanent resident of Canada, aged 18 years or older.

Full-time City of Richmond Hill employees are not eligible to participate.

Role of the Artist

The artist will:

- Create an accessible, inviting and fun artistic project to animate outdoor public space(s)
- Deliver a tangible outcome, such as a small-scale temporary installation(s) or creative experience.
- Commit to engaging community members in creative experiences through interactive programming.
- Work with Richmond Hill staff to develop a residency plan, including, but not limited, to site selection, outreach strategy and residency beginning and end dates.
- Deliver the project on time and within budget.
- Submit a final expense report.
- Communicate frequently with the Cultural Services Coordinator to provide progress updates.
- Preparation of the artwork, transport of the artwork and installation/removal of the artwork.
- Work with the Cultural Services Coordinator to provide content for the City's social media accounts.
- Participate in interviews with local media, where appropriate/required.
- Document their work through photographs and/or video.
- Be available to deliver presentations at the Richmond Hill Cultural Summit.
- Participate in post-residency debrief.

Please note: mid and large scale temporary installations that would require engineering consultations or approval will NOT be considered as they are beyond the scope of the Artist in Residence Program. Due to the timing of this residency, applicants may wish to consider integrating their Project Proposal into the City's existing holiday events programming, i.e. Merry Marketplace/First Night.

Role of the Municipality

Richmond Hill will:

- Assist the artist with necessary permits.
- Work with the artist to develop residency plan, including but not limited, to site selection, outreach strategy and residency beginning and end dates.
- Provide a maximum budget of \$7,000 (see further information under Budget).
- Draft the Artist in Residence program agreement between Richmond Hill and the artist.
- Recognize the artist as the official Richmond Hill Artist in Residence for 2023.
- Assist with the documentation of work and promotion of residency.
- Connect the artist with local resources, including volunteers, businesses, organizations, and other artists.

Community Engagement Sites

Richmond Hill has identified multiple community engagement sites across the town. These sites have been identified as those that have higher pedestrian traffic. The artist will be required to base the work in one or more of the below listed sites. Richmond Hill staff and the artist will work in collaboration to identify the most ideal site(s) for the proposed work. Please note that all sites are outdoors and may not have any permanent structures onsite to provide shelter in the event of inclement weather.

- Downtown core - Yonge Street from Major Mackenzie Drive to Crosby Avenue
- Mill Pond Park
- Lake Wilcox Park
- Richmond Green Park

Please note that the community engagement sites attract users of all ages so the subject matter of the proposed project must be suitable for all.

Budget

The total budget for all expenses related to this project is a maximum of \$7,000 Canadian Dollars. Proposals indicating a total cost including artist fees, materials and expenses exceeding this will not be considered.

The aforementioned budget includes all expenses related, but not limited to: artist fees, preparation and submission of detailed renderings if required, coordination and technical or other expertise as required, preparation of any information and/or documents required for installation, attendance at meetings and site visits, purchase of relevant materials, shipping costs, delivery to the site, and installation.

The artist must submit a budget breakdown as part of their application and must clearly indicate the fee that will be paid to the artist. Once accepted by Richmond Hill, the artist fee cannot be changed without prior written approval. A T4A tax form will be issued to the artist for the amount indicated.

Please note: this is not a live-in residency and no studio space is provided. Should the artist require studio space for the duration of the project, this must be clearly identified and included in the project budget. Storage may be available but the project proposal should also identify this as a requirement.

Selection Criteria

Applications will be assessed based on the following:

1. The strength of the proposed project. For 2023, additional consideration will be provided to applicants whose project proposal includes an RH150 theme <https://www.richmondhill.ca/en/find-or-learn-about/richmond-hill-150.aspx>
2. The artist's demonstrated experience developing temporary installations and/or creative experiences for outdoor spaces.
3. The strength of the community engagement opportunity during the artistic creation process and/or final product.
4. The proposed project's connection to one or more of the identified Community Engagement Sites.
5. The project's connection to themes and priorities identified in the Recreation & Culture Plan.
6. Ability of the project to be delivered within the identified time frame and financial parameters.

Selection Process

- Applications will be administered by the Cultural Services Coordinator.
- Applications will be reviewed by a selection committee.

Timelines

- Applications are due September 20, 2023 at 11:59 pm.
- Applications will be reviewed and, if necessary, interviews will be conducted between September 14-28.
- The residency period will occur between October - December 2023 with the active community engagement component taking place over a three to four week time period. The exact beginning and end dates of the residency period should be identified by the artist in their submission and will be confirmed following acceptance of the submission.

Insurance

Artists may be required to provide proof of General Liability Insurance if selected using the City of Richmond Hill's Certificate of Insurance. The Certificate of Insurance will be provided to the artist by Richmond Hill staff.

Vulnerable Sector Screening

Artists may be required to obtain a Vulnerable Sector Screening from the jurisdiction in which they live before the residency begins. Fees associated with the vulnerable sector screening are not eligible to be covered through the program budget and will be the sole cost of the artist.

Application Requirements

1. Application form including artist statement
2. Project proposal that includes:
 - a. Proposed artistic project with clearly identified outcomes
 - b. Proposed community engagement process
 - c. Timeline
 - d. Budget
 - e. Site identification – the artist may request a specific Community Engagement Site(s) or may identify ideal qualities of the proposed site(s). The site selection will be determined by Richmond Hill in collaboration with the artist
 - f. Any additional technical, logistical, or infrastructure assistance considerations
 - g. Summary of past experience executing community engaged art projects and/or animation of outdoor public spaces
3. Artist resume including education/training and list of exhibitions, publications, performances and awards
4. Work samples – maximum five (uploaded jpegs, PDFs, YouTube videos, or any other online platform; audio files should not be more than 5 minutes)
5. Work sample description – provide a numbered list to correspond to the work samples provided. The documentation list should include artist's name, description of work, title, date created, medium(s) and dimensions.
6. High resolution digital headshot of the artist(s)
7. High resolution image to be used for promotion of project, if available

Deadline for submission is September 20, 2023 at 11:59 p.m.

****Please note that late or incomplete applications will not be accepted.**

Applications can be submitted online at RichmondHill.ca/ArtistResidence.

Application packages can also be dropped off or mailed to:

Richmond Hill Artist in Residence

Leanne DiMonte

Cultural Services Coordinator

Elgin West Community Centre

11099 Bathurst St

Richmond Hill, ON L4C 0N2

For more information, contact Leanne DiMonte, Cultural Services Coordinator at leanne.dimonte@richmondhill.ca or call 905-780-2918