

## **Artist Tips for Creating a Resume, Artist Statement and Preparing Your Work Samples.**

This information will be helpful to Artists that plan to apply for an Artist Grant from Prairie Lakes Regional Arts Council. Here is an overview of information. If you have any questions, please contact our office. We would be happy to assist you!

### **1. Artist Resume.**

An Artistic Resume is required as part of the PLRAC Artist application. A resume should include your Name, Address, Phone, Email; and could include any or all of the following: Education, Training and Experience in the art form, Work Experience, Volunteer or related arts experience, Public and private exposure of your artwork (i.e. exhibitions, collections, commissions, published literary work, participation in music groups or performances), Grant Awards, Professional Associations and Interests.

Example Resume information is described below:

- a. Under **Education and Training**, mention your formal arts education (certificates or degrees from art schools or universities), workshops or classes taken, and mentorship opportunities with key artists or culturally significant individuals, if appropriate.
- b. Under **Employment**, mention your arts-related job experiences. Do not list non-arts occupational details unless you feel this information might help the review panel better understand your art, or why there were gaps in the years you were producing art.
- c. Title the next section based on your discipline: **Readings, Publications, Exhibitions, Performances**, etc. List selected activities by their date, starting with the most recent.
- d. Under **Awards and Collections**, list awards you have received and both public and private collections that have acquired your work. Private individuals that own your work can be put together under one heading.
- e. Other headings you may want to include in your resume: **Mentors** with whom you have worked; **Presentations/Artist in Education/Workshops** which you have taught or attended, including residencies in schools; **Commissions** which you have received; **Panels and Committees** on which you have served; or **Volunteer Arts Experience**.

### **2. Artist Statement.**

An artist statement is the text that accompanies and explains the artist's intentions of their body of work. A strong artist statement supplements the visual information so that anyone who is reading your information can better understand your work. Your artist statement should stand on its own so that the reader can imagine what your work looks like even if they have not seen it.

- a. **How** - An explanation of the materials and media – What tools do you use? Be as specific as you can.
- b. **What** - An explanation of the subject matter and concepts explored. What are you communicating? Again, be specific. What sets your work apart from other work?
- c. **Why** - Why these two aspects reinforce one another.

### **3. Work Samples.**

Your work sample should represent your work to its best advantage. Work samples should be recent (**within the last four years**) and should support the intentions stated in your artist application. Remember that artistic merit is one of the primary criteria for the selection of grantees.

**Artist Grant Application** - Upload digital JPG images and make sure the objects pictured are well lit and in focus. With a little care, good quality video and sound recordings can be made on home equipment. In all cases, make sure the work sample adequately reflects the quality of your work.

**Note:** If your audio/video file is larger than 2 MB, you must provide a website URL to an audio/video page (ex. YouTube, Vimeo) where we can listen to or view your selected sample.

**Visual Artists:** Upload 5 digital JPG images, maximum of 2 MB per image. For each JPG image provide a number, starting with #1 up to 5 on the Work Sample Description page. Also include the title of the work, dimensions, and date it was completed.

**Literary Arts:** Fiction, non-fiction, prose, poetry, plays, etc. - 5 pages maximum. Must be a computer-generated Word document and double-spaced, except poetry which can be single-spaced. Upload this cover sheet with title, writer's name, and a brief synopsis of the contents, into the online application.

**Performers:** Singers, musicians, dancers, actors, etc. Submit visual or audible record of your work, maximum of 5 minutes. Upload into the online application an audio or video file or link to YouTube video. You may also upload a written score (printed or computer generated) or a condensed score, into the application as a document.

### **Helpful Tips for Work Samples.**

- a. The **five work samples** for **visual artists** should be five different pieces that reflect your current work or direction of work described in your artist application. The images should only show the artwork. It is recommended that you crop out background objects and people. Only submit close-ups of one piece if needed to see detail. Otherwise, it helps the board to see more pieces of work.
- b. For **writers**, do not submit the first **5 pages** of a novel or play, submit sections that are the most interesting, have conflict or show the strongest part of the work. The work sample page could describe why you have selected these sections of the literary work.
- c. For **musicians**, select 2-3 songs with a few minutes from each, where you are featured, and it demonstrates your strongest work; only put these selections on the uploaded music work sample for a **total of 5 minutes**. The same for **theater/performers**, select sections of performances, where you are featured, and it demonstrates your strongest work.

### **4. Work Sample Description.**

The Work Sample Description is a one-page typed list providing specific details about your work samples. Work samples should be recent (within the last four years) and should support the intentions stated in your Artist application.

1. Put your name, email, and daytime phone number at the top of the work sample description page.
2. If you are a Visual Artist, upload the **Digital JPG images**. Provide a list of the artwork in numerical order #1 through #5 viewing order. Also include the title of the work, dimensions, medium, and date it was completed for each work listed.
3. If you are submitting **Literary Samples** (fiction, non-fiction, prose, poetry, plays, etc.): list the title, page numbers, and the completion date of each work;
4. Musicians should list titles of works and recording date of each. Upload an audio or video file or provide a link to a YouTube or your website.
  1. If the music or production represented involved others, explain your role in the work (for example, a choreographer may or may not appear in submitted material);
  2. If you are performing, give a description to help the Review Panel identify you (for example, "I'm the vocalist or banjo player in this musical piece");
  3. Indicate any technical instructions for presentation.
5. You may also include a brief explanation of the work on your Work Sample Description Page. If you are a multidisciplinary artist and submitting two forms of work samples also describe why.