Theatre Bay Area’s Director’s Residency Guidelines

THE PROGRAM
The goal of Theatre Bay Area’s Director’s Residency program is to train regional theatre directors who aspire to become artistic directors of nonprofit theatre companies.

This project will prepare a diverse cohort of theatre-makers to step into artistic leadership positions. The program will both enhance the qualifications of freelance directors to assume such positions and assist our theatres to prepare for future leadership transitions.

The program will ultimately place three directors with theatres in residencies stretching over 12 months, during which they will be mentored by the artistic director and be provided at least one opportunity to direct a significant project. One match is already made. This process will select the two additional placements. It is intended that as part of this project that resident directors will contribute skills gained in their previous theatre practices (such as acting as dramaturges, theatre educators, community liaisons, grant writers, or marketing associates).

Theatre companies and directors will apply jointly. Theatres and directors will have the opportunity to identify any already-established relationships that they would like to use in this residency. For all directors and theaters who are interested TBA will provide an opportunity for theatre companies and directors to engage in a match-making exercise prior to application.

Individual director applicants who identify as persons of color, women, or gender non-binary will be given weighted consideration with the goal of assembling a diverse cohort, with these individuals in the majority.

Over the course of 12-months, directors will be required to spend the equivalent of 16 full-time weeks (640 hours) in physical residence with a theatre, arranged in whatever units of time work best for both parties. Artistic directors will introduce resident directors to the myriad tasks that comprise their job, including artistic programming, budget-making, fundraising, marketing, audience development activities, and working closely with the board of directors. By working closely with artistic leadership, residents will also be introduced to artists and leaders throughout the larger theatre community.

These grants are for $12,000 and will be paid to the company who will hire the artist under current California law. In addition to receiving mentoring and engaging with the company’s administrative functions, each will have the opportunity to direct at least one significant creative project; these could take many different forms – such as directing on the main stage, in a festival or a second stage series, or devising and directing a new piece. For the purposes of this residency, staged readings do not count toward a significant creative project. The grant will go towards covering the individual’s fees for their administrative and artistic work.

The cohort of residents and artistic directors will convene at least twice during the project period. TBA will engage speakers/facilitators to deepen the participants’ knowledge of current issues impacting the field and to build relationships among cohort members. Additionally, the
participating theatres will be provided with training on succession planning and leadership development.

DEADLINES
ALL PROPOSALS MUST BE SUBMITTED ONLINE by 5pm, March 30, 2020. (see https://theatrebayarea.wufoo.com/forms/s319bp31qf7m3b/ for online submission form).

Please note: applications cannot be edited once started. Please review the guidelines for the information that you will need to compile and be ready to submit all information in one setting.

ELIGIBILITY
The program is open to Bay Area member companies and theatre artists, who will apply jointly. The Bay Area includes all of Theatre Bay Area’s Northern California service area, which includes San Francisco, Alameda, Contra Costa, Santa Clara, San Mateo, Santa Cruz, Monterey, Marin, Napa, Sonoma and Solano Counties.

COMPANIES must be current members of Theatre Bay Area as of the application date, agree to hire the artist under current California law and commit to:
1. Provide mentorship to the resident by the artistic director of the company. Topics should include artistic programming, budget-making, fundraising, marketing, audience development activities, and working closely with the board of directors.
2. Provide resident at least one opportunity to direct a significant project (see guidelines) before May 1, 2021.
3. Attend two full cohort meetings (yet to be scheduled).
4. Commit to 2 training sessions: succession planning and leadership development (yet to be scheduled).
5. Maintaining their Theatre Bay Area membership.
6. Complete a final report.

ARTISTS must not be a full-time student and commit to:
1. Work the equivalent of 16 full-time weeks (640 hours, see guidelines).
2. Bring your existing skills to the company: providing work in such areas as dramaturgy, education, community outreach, grant writing, or marketing, etc.
3. Fulfill artist component of residency.
4. Attend two full cohort meetings (yet to be scheduled).
5. Complete a final report.

Sorry, no applications from students. Applicants may submit only one proposal in each granting round. Requests for funding to retire debts from current or past performances are discouraged.

PRIORITY
While anyone who meets the eligibility criteria are welcome to apply, priority will go to partnerships/applicants that:
Individuals:
- Artists of color, women, or gender non-binary artists.
- Outline the benefits to the artist and potentially the community at large.
- Demonstrate the administrative skills offered by the artist to the company during the project period.
- Clearly articulate the artist’s artistic vision, values and goals.

Companies:
- Outline the proposed relationship between the company and the artist including the methods of support offered by the company.
- Detail the expected benefits to the company, the artist and potentially the community at large.
- Clearly articulate the company’s artistic vision, values and goals.

TIMELINE
March 10, 2020, 4pm: (optional) Speed Dating session at Theatre Bay Area offices (see below)
March 30, 2020, 5pm: Application deadline
Week of April 13, 2020: Applicants notified
April 2020: First payment to companies
Summer 2020: Cohort gathering 1
Winter 2021: Cohort gathering 2
January 2021: Second payment to companies
April 2021: End of program
May 1, 2021: Final Report due

EVALUATION
Companies and artists must each provide a separate self-evaluation of the project, including lessons learned, administrative work completed, details on the performance, future plans (if any), etc.

WHAT IS THE OPTIONAL SPEED DATING SESSION?
Companies or individual artists who are interested in participating in this program but do not currently have a partner with which to apply can attend a speed dating session in the Theatre Bay Area offices on March 10, 2020. Please RSVP to kim@theatrebayarea.org. Specifics will be sent to you with your confirmation.

APPLICATION
Please complete the online application found at https://theatrebayarea.wufoo.com/forms/s319bp31qf7m3b/

Incomplete or late applications will not be accepted. We will not be responsible for technical issues that prevent applications from being submitted on time, so plan on submitting early. Applications must be received by the deadline. You will need to upload the following items to complete the application. Please note: you cannot edit the form once submitted. You also must complete the form in one sitting (you cannot save your progress and return to it). Please pay special attention to the
confirmation screen after you submit. If there was a problem with your application, you will receive notice there. Please print this confirmation for your records. You should receive a confirmation via email immediately after submitting your application. If you do not receive this email confirmation, contact us (dale@theatrebayarea.org).

1. COMPANY
   a. APPLICATION LETTER: No more than two pages (no smaller than 10 pt font, please). This letter should address the priority criteria itemized above including:
      i. Why are you proposing working with a particular artist?
      ii. What administrative work will they be doing for your company?
      iii. How will you support their learning/mentorship?
      iv. What kind of significant project will they be directing for you?
          1. For example: mainstage production/festival production/devising new work.
          2. What do you imagine would be the artistic goals of the project?
          3. To as much detail as possible, in what way would this be of benefit to an artist?
      v. What do you expect to be the result of this residency for the company? The community at large?
   b. COMPANY RESUME/HISTORY
      i. Company should submit a document of no more than 2 pages itemizing key artistic achievements, awards and or programs
   c. COMPANY MISSION STATEMENT/VALUES
      i. Company should submit a document of no more than 1 page detailing their company mission statement and values statement
   d. COMPANY CURRENT STAFF LIST
   e. COMPANY CURRENT BOARD ROSTER

2. ARTIST
   a. APPLICATION LETTER: No more than two pages (no smaller than 10 pt font, please). This letter should address the priority criteria itemized above including:
      i. What are your career goals?
      ii. Why are you proposing working with this particular company?
      iii. What administrative skills do you bring to the relationship?
      iv. What kind of significant project would you be interested in directing?
          1. For example: mainstage production/festival production/devising new work.
          2. What do you imagine would be the artistic goals of the project?
          3. To as much detail as possible, in what way would directing such a project be of benefit to you?
      v. To as much detail as possible, in what way would this overall program be of benefit to you an artist?
      vi. What do you expect to be the result of this residency for you as an artist? The company? The community at large?
   b. ARTIST RESUME
i. Artist should submit a document of no more than 2 pages itemizing key artistic achievements, education, awards and or programs

c. ARTIST MISSION STATEMENT/VALUES/VISION

i. Artist should submit a document of no more than 1 page detailing their artist mission statement and values statement

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Questions? Contact Kim Cohan, Programs Manager at kim@theatrebayarea.org or 415-430-1140 x17.