**Best Practices for Artist in Residencies at Historic Sites DRAFT**

**Set a clear goal consistent with/advances your Mission/Vision**

You should have a theme tied to support any initiatives, i.e. Diversity and Inclusion.

**Get Buy in** from Board and Staff

Who is the artist’s point person?

What will be required of other staff?

**Have a budget/funding in place**

From your regular budget? A grant? A combination?

**Decide what kind of artist you are looking** **for**

What medium: visual, 3D, writer, composer, etc.

What experience level: Emerging, mid-career, established

Understand their different needs, requirements, and expectations.

**Pay your artist**

Artists should be treated as professionals.

**Specify what you are providing**

Housing? Meals? Supplies? Stipend?

**Have a detailed Selections Criteria Process**

Have a jury/selection committee and the process in place—will you be inviting artists or having an open application period?

**Use a jury/review panel of at least 3 (ideally including a former AIR)**

**Call References and Do Background Checks**

*Before* you make the offer.

**Have a Contract**

Include an out clause.

**Specify what is required of the artist, open studies, public programs etc.**

Is a finished product required? If so, who owns it/has rights?

**Have a marketing plan in place**

Advertise the residency opportunity

Promote the residency and any public programs

**Provide background materials** on the site ahead of time

Once there, **do a site orientation**

**Make collections accessible to the artist** (and a procedure on how this will happen).

**Document the residency**

Photography, artist journal, artist blog, etc.

**Evaluate the residency**

Have check-ins with the AiR

Survey visitors

Exit interview with artist

Post-residency survey etc.

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