



New Bern Parks & Recreation  
408 Hancock  
**Art Studio Application**

**STUDIO OPPORTUNITIES**

Our Artist in Residence program offers emerging to mid-range local artists an opportunity to work in an open studio with public interaction. Studio Artists will be a part of New Bern's growing art scene, bringing culture and vibrancy into the community through collaboration and exchange with other artists. Space is awarded to applicants who best demonstrate commitment to their practice and experimentation and innovation in their work, who are seeking artistic and professional development and contributing to a dynamic community of artists and creative thinkers. Artists selected for this program will span multiple disciplines and media, including drawing, painting, sculpture, photography, basket weaving, jewelry, new media, installation, and interdisciplinary expression.

**STUDIO OPPORTUNITY DETAILS**

1. 96 sq. ft. studio space. Parks & Recreation staff assigns spaces for selected artists; however preferences will be taken into consideration
2. Studio rents are currently charged at \$175 per month, payable monthly
3. Wi-Fi access is available
4. One-year lease with prospect of renewal
5. Access to exhibition, teaching, collaboration and professional development opportunities
6. 408 Hancock facilities are fully accessible and we encourage all artists to consider submitting for these opportunities. If you have any questions about studio accessibility please contact Foster Hughes at [hughesf@newbern-nc.org](mailto:hughesf@newbern-nc.org)

**APPLICANT ELIGIBILITY**

1. Emerging to mid-range professional, dedicated, working artists with a commitment to their practice and to advancing arts in New Bern.
2. Artists must be at least 18 years of age.
3. Artists working in most mediums will be considered. Artists working with toxic materials, hazardous machinery, etc. cannot be accommodated in the current space
4. Artists must be committed to working in an open studio setting where the public is able to observe and interact with the artist during hours of operation.
5. Artists must be willing to volunteer time through docent services or teaching/workshops for the public and youth groups.



## APPLICATION REQUIREMENTS

(Application must include ALL items)

1. Completed Application Form
2. Letter of interest, outlining specific interest in working at 408 Hancock. A list of goals, and how participation will affect the artist's practice.
3. Artist Resume/Professional Resume
4. Three art references, that include names, mailing addresses, phone numbers, and email addresses.
5. Documentation of recent work as described below.
6. Background Check Form

## SELECTION CRITERIA

1. Artistic merit of past and current work.
2. Distribution of art media
3. Readiness to engage with and benefit from this program
4. Availability to volunteer and create during hours of operation
5. Potential to further develop their skills and impact the community through the arts

## SELECTION PROCESS

1. Parks & Recreation staff will review applications in order to ensure a good representation of artistic disciplines and media are on display. The Director of Parks & Recreation will have final approval on all studio leases.
2. Studio space will be leased on an annual basis. At the end of the term, lessees have to resubmit their application and go through the interview process to confirm they are meeting specified criteria.

## IMAGE SUBMISSIONS

1. Ten (10) digital photos of works completed within the past two years. Digital images of artworks must be at least 96DPI and be in JPEG or TIFF formats. RAW and other formats will not be accepted. If submitting via CD/USB drive, all entries must fit on one CD/USB drive. Original digital artworks have no resolution/pixel requirements. The CD/USB drive should be labeled with the artist's name. **See Application Check Sheet for online submission instructions.**
2. Image file names should be matched to a hard copy list of the submitted images. Please list images, titles, media, physical sizes, and date completed.



**New Bern Parks & Recreation  
408 Hancock  
Application Check Sheet**

**Initial Art Studio applications must be received by May 4, 2018. If there are a satisfactory number of applicants, the goal would be to inhabit the space in July 2018.**

Applications thereafter will be accepted on a rolling basis. Check with us for available studio space prior to submission. Final decisions are made by the Director of Parks & Recreation. Please fill out this form and return completed with all necessary documents listed below.

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ARTIST NAME

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MEDIUM

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YEARS OF EXPERIENCE

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ADDRESS

APT. #

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CITY

STATE

ZIP

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EMAIL

PHONE #

**ATTACHMENT CHECKLIST:**

- Art Studio Application Checklist (this page)
- Letter of interest, outlining specific interest in working at 408 Hancock, goals, and how participation will affect artist's practice
- Artist resume / Professional resume
- Three references
- Documentation of recent work as described

**SUBMIT TO:** New Bern Parks & Recreation  
408 Hancock  
1307 Country Club Rd.  
New Bern, NC 28562

**Or online at: [NewBern.Recdesk.com](http://NewBern.Recdesk.com)**

ART STUDIO APPLICATION



New Bern Parks & Recreation  
**Background Check Authorization Form**

This application for Background Check must be completed in its entirety and signed in order to be considered for rental of an art studio at 408 Hancock.

**AUTHORIZATION FOR LIMITED BACKGROUND CHECK**

FULL NAME: \_\_\_\_\_

ANY OTHER NAME BY WHICH YOU HAVE PREVIOUSLY BEEN KNOWN:  
\_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

GENDER: MALE \_\_\_\_\_ FEMALE \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

DRIVER'S LICENSE STATE/NUMBER: \_\_\_\_\_

I, the undersigned, authorize this information to be obtained in connection with my application. Any person, firm or organization providing information or records in accordance with this authorization is released from any and all claims of liability for compliance. Such information will be held in confidence in accordance with the organization's guidelines. I understand if I do not meet the minimum requirements or if I fail to provide accurate information, I will not be allowed to volunteer or work in any capacity with any New Bern Parks and Recreation program or activity.

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_