

## ARTIST-IN-RESIDENCY PROGRAMME GUIDE

### Partnership opportunities between Singapore and France

The present guide, jointly drafted by the National Arts Council, Singapore (“NAC”), and the Department for Culture, Education and Science of the Embassy of France in Singapore (“French Embassy”), aims at providing guidance for arts organisations (“host”) in Singapore and France on how we envision the artist-in-residency programme could be organised and how potential partnerships between Singaporean and French organisations could be established.

The present guide offers general information about good practices and frameworks in Singapore and in France but is not exhaustive. Host organisations interested in establishing collaboration projects between Singapore and France are invited to reach out to the NAC, as well as the French Embassy in Singapore.

#### Introduction

An artist-in-residency programme is an opportunity provided by a host to an artist or arts professional (“resident”) to reside and work in a new environment over a specified term of duration. The host provides time and space for the resident to commit to a project, may it be exploring new ideas or developing new works. There are two main types of residencies: the research or experimentation residency and the production residency.

The research/experimentation residency aims at providing the artist with space and time to initiate or deepen an artistic project. Exploratory in nature, the research residency does not aim at producing artworks but to lay the groundwork necessary to prepare for new works.

The production residency aims at giving the artist the capacity to create artworks as part or in preparation of an exhibition project or performance. Access to creation studios, workshops, equipment and materials is therefore necessary and provided by the host. In any case, the artist remains the owner of the artworks produced (they can eventually be bought by the host in a separate transaction).

#### 1. Administrative matters

An artist-in-residency is a programme designed and proposed by a host to an artist or arts professional. The administrative aspects of the residency programme are dealt with and covered by the host with sufficient budget:

- The **duration** of a residency can vary from 6 weeks to 6 months. It can sometimes go up to 9 months or 1 year depending on the host’s capacity and the artistic project. In the case of performing arts residencies, they are usually shorter and can be condensed in or under 2 weeks. The duration of the residency is dependent on the type of residency, its objectives and the resources allocated to it.
- Coverage for the **international transportation** from the residential address of the artist to the location of the residency space is necessary. In the case of a production residency, the shipment of materials and produced artworks need to be factored in.

- **Accommodation** should be provided for the entire period of the residency. The living conditions as well as the amenities accessible and comfort standards should be clearly stated. The level of privacy and family access (child-friendly or otherwise) should also be mentioned. Artists will leave the comfort of their homes to join the residency programme and they should be able to have a clear picture of the hosting conditions in.
- Central to the residency programme, the host will provide the resident with access to **working spaces** such as a studio, a workshop, a library/resource, some equipment, materials or tools to work with, etc. Depending on the type of residency and the resources allocated to it by the host, the working spaces can vary significantly from programme to programme.
- As independent or self-employed workers, artists in residency require financial means to live and cover their personal expenses. The host organisation should therefore provide the artist with an **allowance or a stipend** at least equal to the minimum wage, where applicable. On top of that and depending on the type of residency, the host organisation can provide a **residency grant** that would allow the resident to conduct research and develop works. All sources of financial support available for the artist as part of the residency programme should be clearly disclosed.
- In the case of an international residency programme, the selected artist will need to cross borders and be able to legally reside in the host territory for the duration of the residency. The necessary visas, social security coverage and benefits as well as insurance matters should be jointly dealt with by the host and the resident.
- All administrative matters pertaining to the residency programme in relation to the resident should be formally stipulated in a **residency contract between the host and the resident**. The contract should be as precise as possible regarding the objectives and conditions of the residency (regarding manpower, financial and material resources, access to facilities such as accommodation, studios, workshops, equipment, etc.). The contract should include an article on authors' rights/ copyrights (notably regarding reproduction rights for communication purposes about the residency programme) as well as an article on outreach and public actions if any, are planned. Any project related to the residency such as an exhibition, a publication, an acquisition, etc. will be considered an addition to the residency programme and form the subject of a separate contract.

## 2. Resident and project selection

Residents can be selected through an open application process such as a call for projects/proposals or invited directly by the host organisation depending on the type of residency. In both situations, collegiality and transparency in the selection process are preferable. Working with reasonable timeline is also instrumental to the success of the residency programme. Clear timelines shared sufficiently in advance allow for selected artists to better prepare, especially in the case of residencies abroad lasting several months that require significant administrative work and substantial arrangement on the resident's part.

### - **Call for projects/proposals**

The drafting of the call for proposals should provide the elements that will allow the artists to clearly understand the framework and the means made available to the resident, to identify the partners associated with the residency programme, and the possible expectations.

Proposing an open call will allow for a wider variety of artists to apply and allow the host organisation to discover new artists. Therefore, it is advisable to clearly define the format of the elements expected for the application (type and format of documents, length of portfolios, letter of intent, etc.). This will make it easier to deal with and make the process more equitable.

We recognise that putting together the application will require a significant amount of time. This time represents sunk costs for all the applicants that won't be selected. It is therefore advisable to try to keep the application process simple and the amount of required document reasonable.

- **Direct invitation**

Residency programmes can also run on direct invitations if the host organisation assesses that it fits well with the artistic direction. If it intends to do so, the host organisation should inform the funders NAC and the French Embassy in Singapore in writing, prior to conducting direct invitations.

### **3. Artistic support and guidance throughout the residency**

Artist residencies provide opportunities for artists from different parts of the world to spend time in a new environment and meet with specific scenes in the host country, city or region. In order to make sure that the residents are acquainted with the local ecosystem, it is necessary to help them connect with the local cultural and artistic scene, and to facilitate networking opportunities for the artists to meet with local practitioners and representatives of the field of practice/study.

A representative of the host organisation should be dedicated to supporting the invited artists in helping them navigate the new environment they are exploring during their residencies. It is critical that this support is provided by an arts professional familiar with the subject of the residency, and the artistic director or curator of the host organisation is able to create networking opportunities.

During the residency, it is important to plan for enough time to support the resident in his/her project. The goal of this guidance is not to assist the resident in his/her research and artistic practice but to open doors and facilitate the creation process. The time period during which the residency takes place can also be of significant importance as festivals and major events tend to be catalysts of developments in the cultural calendar of a locality. Placing the residency programme so that it happens during those moments throughout the year facilitates networking opportunities.

### **4. Engagement, outreach and exhibition or performance**

Depending on the artistic project of the resident, some activities may be conducted to present the work conducted during the residency. A general guideline is that such activities should not represent more than 30% of the residency time. Such activities should always be clearly defined in advance either in the residency contract or by subsequent specific agreements and be subject to financial compensation.