



think360
ARTS
FOR LEARNING

Teaching Artist Handbook

2023-2024

Table of Contents

About Think 360 Arts for Learning	3
Think 360 Arts Staff List	4
Program Descriptions	4
Program Types and Programs in Practice	6
Contracts	7
Payment Policies <i>Payment Structure</i> <i>Evaluation and Payment</i> <i>Materials Reimbursement</i> <i>Payment for Travel</i> <i>Receiving Payment for Programs</i>	8
Background Checks and Mandatory Reporting	12
Artist Professional Development Resources	13
Media Policy	15
Appendix of Links	15

About Think 360 Arts for Learning

Mission: To engage Coloradans of all ages in innovative arts programming that inspires creativity, builds community, & advances equity.

Vision: All communities can experience the transformative benefits of arts education.

Values: Equity, Diversity, Inclusion & Accessibility; Creativity & Delight; Learning & Curiosity

We are Think 360 Arts for Learning (T360): a dynamic nonprofit organization, a highly-regarded Colorado affiliate of Young Audiences, a proud Greater Denver affiliate of the Wolf Trap Institute for Early Learning Through the Arts, and a group of diverse, passionate individuals committed to transforming communities through arts education. Since 1963, we've been igniting creativity, fostering community bonds, and driving equity in K-12 schools and Colorado communities through direct services and vibrant creative experiences.

We envision a future where all communities can experience the transformative benefits of arts education, and to make this vision a reality, we need you!

At Think 360 Arts for Learning, we believe that the power of the arts is universal and it is vital that it is accessible to all. Our commitment to Diversity, Equity, Inclusion, and Accessibility (DEIA) is rooted in our core mission and values.

We understand that DEIA is a journey and not a destination. We continually strive to learn, grow, and foster an environment that embodies these values. We encourage applications from candidates of all backgrounds and experiences to enrich our team and enhance our impact.

T360 is a Tier III [SCFD](#) organization and the sole source arts education provider for [Colorado Creative Industries](#), a department within the Office of Economic Development and International Trade.



Colorado
Creative
Industries



Think 360 Arts Staff Contact Information

Staff	Role	Main Contact For	Email
Daisy McGowan (720) 702-2431	Executive Director	Admin & Fundraising	daisy@think360arts.org
Michaela Vignieri (720) 702-2413	Administrative and Executive Assistant	Accounting, Payments	michaela@think360arts.org accounting@think360arts.org
Bethany Laffan (720) 702-2483	Marketing and Development Coordinator	Marketing, Social Media, Website	bethany@think360arts.org
PROGRAMS TEAM			
Alex Oves (720) 702-2415	Education Director	Programs, Outreach, TA Recruitment	alex@think360arts.org
Elle Hong (720) 702-2421	Teacher PD Manager / Wolf Trap Affiliate Director	PD, Wolf Trap Programs (ECE)	elle@think360arts.org
Zoe Carlson (720) 702-2477	Program Manager	School and Community Programs	zoe@think360arts.org
Jennifer Kubik (720) 702-2480	Program Coordinator	Creative Aging Program	jkubik@think360arts.org

Program Descriptions

[Greater Denver Wolf Trap:](#) T360 is an affiliate of Wolf Trap Institute for Early Learning Through the Arts, a nationally recognized leader in early childhood arts-based learning. T360 employs the Wolf Trap Institute model, pairing arts residencies with professional development for classroom teachers, leading to numerous gains in language development, logic & math, literacy, and social emotional growth. Through this dual workshop/professional development model, classroom teachers are equipped with new tools for engaging the arts through learning.

Becoming a Wolf Trap Teaching Artist requires specialized training and is open to performing artists. Interested Teaching Artists should inquire with Elle Hong.

[Artists in Schools:](#) T360 tailors workshops, residencies, and performances to complement classroom curriculum while engaging students in interactive, fun, and creative activities. Artists collaborate with educators in program design and implementation. Title I and rural schools with diverse populations can receive subsidies to cover the cost of programming ranging from 50-90%.

[Community Programs:](#) Programs that take place in community centers, intergenerational spaces, libraries, and other settings to ensure access to creative learning for the entire Colorado community. Community programs are available through workshops, residencies, and



performances. Subsidies are available for eligible organizations to offset the cost of programming.

Creative Aging: The Creative Aging program seeks to improve the lives of older adults through arts education, with substantial evidence showing that participatory arts activities improve mental health and social isolation. T360 partners with older adult-serving organizations across the state of Colorado that serve historically under-resourced communities.

Professional Development: T360 offers training and professional development in arts integration, community building, skill-building, and other topics for classroom teachers, arts specialists, administrators, and cultural organizations. T360 also hosts an annual Institute for Creative Teaching, where current and pre-service teachers, along with artists, engage in learning on current topics in arts education.

Equity in Arts Education Grant Program (formerly CAP Grants): Funded by Bonfils-Stanton Foundation, Colorado Creative Industries, Denver Arts & Venues, The Denver Foundation, and others, Think 360 Arts administers this annual grant program to support collaborations between artists or arts organizations and public schools and communication organizations across Colorado. Grants are distributed on an annual basis with awards ranging from \$10,000-\$25,000 to schools and community organizations. Eligibility and grant criteria can be found on our website (information forthcoming). Letters of Intent are accepted in the fall; finalists are invited to submit full applications after winter break, with award notifications in late spring.



Program Types

Workshop: program where an Artist leads no more than 2 stand-alone workshops. Payment subject to the hourly *workshop* rate.

Residency: program where an Artist leads 3 or more workshops, whether with the same group of participants or different participants. Payment subject to the hourly *residency* rate.

Professional Development: programming geared toward supporting educators and/or teaching artists in developing their skill sets in the classroom or in the broader educational setting.

Educational Performance: focused, creative 30-minute to 1-hour artistic experiences that go beyond the traditional assembly program or concert. We carefully select artists who have the demonstrated ability to develop age- and curriculum–appropriate programs that engage, involve, and delight both youth and adults. Can take place in school or community settings.

Artist Talk: an insider's perspective of the artist's studio, practices, and history. Artists will explore everything from what motivates them to be an artist, creative decision-making, selecting materials, and subject matter.

Programs in Practice

Outline of Program Planning Process

1. Partner and Think 360 discuss program needs and goals.
 - a. Sometimes partners come with specific artist requests, other times Think 360 recommends an artist that will best fit the program goals and needs.
2. Think 360 contacts the artist to confirm interest and availability.
3. A planning meeting is scheduled for the site and the artist, facilitated by a Think 360 programs staff member.
 - a. During this time, the project goals, logistics, and scope of work are discussed and confirmed. The need for follow-up planning meetings are also determined and/or scheduled at this time.
4. The artist submits the final materials budget to Think 360, and purchases materials upon approval (if applicable).
5. Think 360 sends the contract to the artist and the partner.
6. The artist delivers the program.
7. The artist completes an evaluation once the program has ended using the [Google Form](#), and submits their materials reimbursement to accounting@think360arts.org if they have purchased materials.
8. Upon receiving the [artist's evaluation](#) and materials reimbursement (if applicable), Think 360 issues payment to the artist.

**Communication is key, and the artist should be in contact with Think 360 Arts and the partner as needed and necessary.*

Contracts

Teaching Artists and Venue Partners (e.g. schools, libraries) will receive a contract that outlines the scope and timeframe ahead of each program. Each contract includes contact and location information for Think 360 Arts, the Teaching Artist, and the Venue, along with the specific date(s) and time(s) that the program is taking place. Contracts will also include a short description of the program and any specific information that the Teaching Artist or Venue needs to know (not pictured). *Teaching Artists should review each contract before a program begins for accuracy, especially involving material costs and teaching rates.*



Think 360 Arts
3327 Brighton Blvd.
Denver, CO 80216

www.think360arts.org
T: (720) 904-8890
F: (720) 904-8894

ARTIST/ENSEMBLE RESIDENCY CONFIRMATION

Banowetz, Nicole
Attn:

Contract #: 22-5648
Date: 4/22/2022

Think 360 Arts Contact:
Zoe Carlson
zoe@think360arts.org

RESIDENCY CONTACT

Susan Blurton
susan.blurton@bvsd.org

RESIDENCY ORGANIZER

Nederland Elementary School
1 Sundown Trail
Nederland, CO 80466

RESIDENCY LOCATION

Nederland Elementary School
1 Sundown Trail
Nederland, CO 80466

THE FOLLOWING DESCRIBES EVERY SERVICE THAT MAKES UP THIS RESIDENCY PROGRAM

Program	Description	Quantity	Unit Rate	Total
Part Time Residency	Workshop [71160]	6.0	\$110.00	\$660.00
Part Time Residency	Materials [71140]	1.0	\$450.00	\$450.00
Part Time Residency	Travel [71150]	1.0	\$100.00	\$100.00
Part Time Residency	Prep Fee []	1.0	\$200.00	\$200.00
				Contract Total: \$1,410

PROGRAM SCHEDULE

Date	Time	Program	Grade	Location	Teacher(s)	Students
Tue, 4/12/2022	-	Part Time Residency - Prep Fee				
Tue, 4/12/2022	8:50AM - 9:40AM	Part Time Residency - Workshop	5			18
Tue, 4/12/2022	9:45AM - 10:35AM	Part Time Residency - Workshop	4			18
Thu, 4/14/2022	8:50AM - 9:40AM	Part Time Residency - Workshop	5			18
Thu, 4/14/2022	9:45AM - 10:35AM	Part Time Residency - Workshop	4			18
Fri, 4/15/2022	8:50AM - 9:40AM	Part Time Residency - Workshop	5			18
Fri, 4/15/2022	9:45AM - 10:35AM	Part Time Residency - Workshop	4			18



Payment Policies

Payment Structure ("Exhibit B")

As part of the [Artist Agreement](#), Artists outline their fee structures. We encourage Artists to keep a copy of their Exhibit B for their records. Artists can update their Exhibit B at any time; an updated copy should be shared with a member of the Programs Team. We encourage Artists to be as descriptive as possible in the "Other Fees" section to ensure that Program team members can budget accurately when planning with venue partners.

<u>Exhibit B: Artist Fee Schedule</u>	
Artist/Ensemble Name: _____	
<u>Performance</u> _____	\$ _____ (Suggested level not to exceed \$500)
<u>Artist Talk</u> _____	\$ _____ (Suggested level not to exceed \$250)
<u>Single Workshop fee</u>	\$ _____ (Suggested level not to exceed \$150)
<u>Residency fee</u> Minimum of 3 workshops	\$ _____ (Suggested level not to exceed \$75 workshop)
<u>Professional Development fee</u>	\$ _____ (Suggested level not to exceed \$175 hour)
<u>Other fees</u> <i>(this may include: large installation, murals, ceramic firing, additional performers, etc.)</i>	
Are these rates negotiable?	Yes No
Are you interested in providing any of the following programs (circle all that apply):	
Artist - in - schools	Creative Aging
Professional Development	Early Childhood/Pre-K
After – School	

Evaluation and Payment

A completed [evaluation form](#) must be sent to Think 360 Arts to receive payment. Checks will be sent no later than 30 days after the time Think 360 Arts receives the appropriate evaluation form. Evaluation forms should be submitted online through the Think 360 Arts website/google form. In the event that the website evaluation form cannot be accessed, they can be mailed, emailed, or faxed to the Think 360 Arts office. If the program schedule involves a residency over an extended period of time (over 30 days), Think 360 Arts and Artist may agree to an alternative payment schedule (such as a split payment for longer-term residencies). Any such alternative payment schedule must be agreed to in writing prior to the start of the program.

The 30-day payment processing time is in place for the following reasons:

1. **Verification and Validation:** Before making payments, we conduct thorough verification and validation checks to ensure the accuracy of all transaction details. This step is crucial in preventing any potential errors or discrepancies.
2. **Internal Auditing:** As part of our internal auditing procedures, payments go through multiple layers of review to ensure they adhere to our financial guidelines and align with the terms of the agreement.
3. **Payment Batching:** To ensure efficiency and streamline our payment processing, we consolidate payments into batches, which are processed at specific intervals during the month. This approach helps us manage cash flow and optimize resource allocation.

While we understand the importance of receiving payments promptly, we believe that these measures contribute to a more robust and secure financial environment for both our organization and our valued partners like yourself.

Materials Reimbursement

Artists who will be purchasing materials for a program must submit a signed [Materials Reimbursement Form](#) within 5 business days of program completion, or by another date agreed upon by Artist and a Think 360 Arts staff member. Original or photocopied electronic receipts for purchases (including receipts charged to any Think 360 Arts account) must be submitted with Artist's final evaluation of the program or beforehand. All receipts must be itemized, and cannot include vague language such as "art supplies." Artists are encouraged to avoid using vendors who do not itemize receipts, as this could result in denial of a reimbursement request.

For programs with higher material costs or where the cost is an undue burden, Artists may request materials reimbursement once materials are purchased. Please communicate with the Programs staff person you're working with to coordinate this arrangement.

Payments for Travel

If a program's location is 30+ miles away, we will add a travel payment to the overall cost of the program and will be reflected on the program contract. Using an Artist's address on file, we determine travel payment eligibility and amount. T360 uses the following chart to calculate travel costs to add to a contract, if necessary:

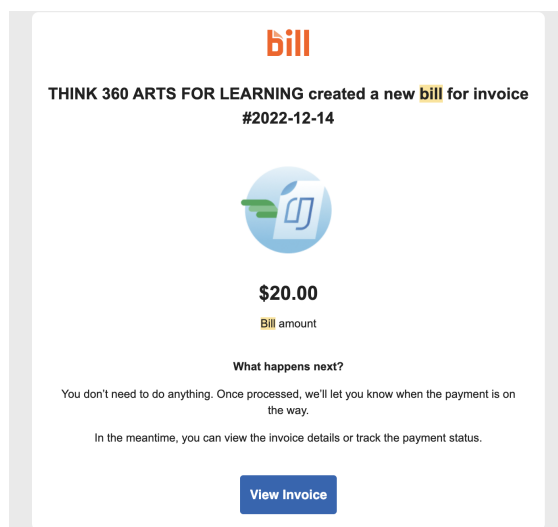
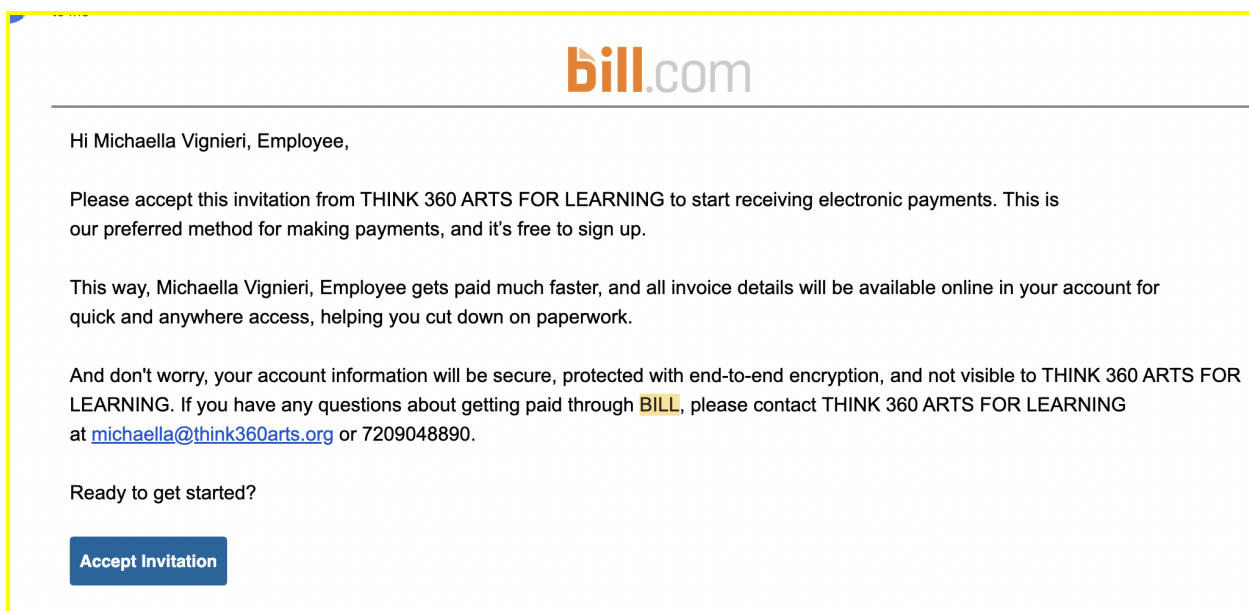
30 – 49 miles one way	\$25 per day
50 – 99 miles one way	\$50 per day
100 – 199 miles one way	\$100 per day
200 or more miles one way	\$150 per day

Additional payment information can be found in the [Artist Agreement](#).

Receiving Payments for Programs

Once you provide your W9 to T360, you will get an email with instructions to set up e-payments to ensure you get paid promptly. Follow the prompts to set up an account and add your bank account information. Once your bill.com account is set up and you've submitted your program evaluation, you will receive a notification that payment is on the way as well as emails notifying you about future contracts.

If you choose not to use bill.com, your payments will default to a paper check in the mail. **We do advise setting up e-payments to avoid missing checks and to ensure you are paid promptly.**




THINK 360 ARTS FOR LEARNING			
Hi Michaela Vignieri,			
We're writing to inform you that THINK 360 ARTS FOR LEARNING has paid you via the service provider, BILL. The payment is for the following invoices:			
Invoice #	Due Date	Amount	Payment Amount
2022-12-14	12/29/22	\$20.00	\$20.00
Total:			\$20.00

Payment will be sent to you as follows:
The money will be in your bank account on 12/23/22.

Background Checks and Mandatory Reporting

Fingerprinting: Because Think 360 Arts works with schools and other organizations serving youth and vulnerable populations, T360 requires all artists to complete fingerprinting and a background check through both the Federal Bureau of Investigation and the Colorado Bureau of Investigation upon joining the roster. Fingerprinting for both agencies is handled by a third party vendor and the cost shall be incurred by the Artists. T360 receives notifications of any future arrests or infractions for those we've conducted background checks. Instructions are included below.



FOR VECHS Program - CBI / FBI

Colorado Applicant Background Services Form

Agency Specific Public Inspection of Criminal Justice Rec - CBI Only

To schedule your ten-minute fingerprint appointment, simply visit <https://uenroll.identogo.com> and enter the following Service Code


25YQ4Q

When prompted, please enter the following CBI Account Number **CONCJ4557**

Service Code and CBI Account Number are unique to your hiring/licensing agency
Do not use these codes for another purpose

Please bring one of the identification documents from the list below to your enrollment appointment:

- Driver's License issued by a State or outlying possession of the U.S.
- Driver's License PERMIT issued by a State or outlying possession of the U.S.
- ID card issued by a federal, state, or local government agency or by a Territory of the United States
- State ID Card (or outlying possession of the U.S.) with a seal or logo from State or State Agency
- Commercial Driver's License issued by a State or outlying possession of the U.S.
- Canadian Driver's License
- Department of Defense Common Access Card
- Employment Authorization Document that contains a photograph
- Foreign Driver's License (Mexico and Canada only)
- Foreign passport
- Military Dependent's Identification Card
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- U.S. Coastguard Merchant Mariner Card
- U.S. Military Identification Card
- U.S. Passport
- U.S. Tribal or Bureau of Indian Affairs Identification Card (Enhanced Tribal Card Only)
- U.S. Visa issued by the U.S. Department of Consular Affairs for travel to or within, or residence within, the United States
- Uniformed Services Identification Card (Form DD-1172-2)
- Waiver Form for Applicants age 17 and under



Don't have access to the Internet? You can still schedule an appointment by calling 844.539.5539

In accordance with *Think 360 Arts' Abuse Policy*: It is the intention of Think 360 Arts to prevent engaging the services of individuals who have a history of sexual abuse and molestation/misconduct, and to this effect, all efforts will be made to discover such histories. Signed completion of this agreement gives this agency permission to conduct such background checks, and the applicant is hereby notified that such background checks will be made vigorously.

Immediate Reporting and Response: If sexual abuse, molestation, or misconduct are suspected or discovered, Artist must report immediately by phone or in person to Think 360 Arts staff of any suspected sexual activity, misconduct or relationship of another employee, contractor or volunteer in violation of this policy. Staff will take appropriate action including notifying the DCFS Child Abuse Hotline, documenting the conversation and communicating with the host site.

Please refer to the [Artist Agreement](#) and the Abuse Policy on page 9 for further explanation.

Artist Professional Development Resources

Regular Professional Development Offerings

- **Institute for Creative Teaching (ICT)**: An in-depth, professional development experience for pre-service and classroom teachers along with Teaching Artists. During the Institute, professional Teaching Artists provide techniques in arts and arts-integration skills that serve Colorado teachers in encouraging creativity, curiosity, and play in their classrooms. *T360 Teaching Artists are invited to attend at no cost.*
- **Abolitionist Teaching**: as funding allows, T360 partners with [Creative Strategies for Change](#) to prepare Teaching Artists in the “why” and “how” of Abolitionist Teaching concepts in arts education. The goals of this paid training include building the capacity for teaching artists to meaningfully incorporate social justice and equity practices into their artist residencies and, thereby, create more equitable learning experiences for BIPOC students, and to create a community of practice that will support each other in reaching these goals. *Teaching Artists will be notified when T360 has funding to support another cohort of learning.*
- **RAISE (Responsive Arts in School Education) through Young Audiences National**: As a Young Audiences affiliate, T360 teaching artists are eligible to enroll in paid professional learning classes: Intro to Social Emotional Learning (intro course) and Healing Centered Education (second year course). All coursework takes place online and the application typically opens in the fall. Information about coursework will be distributed through T360 communications.
- **Creative Aging training**: as funding allows, T360 brings together subject matter experts on topics related to working with older adults in the realm of arts education. Previous topics have included combating ageism, Creative Aging best practices, and working with

older adults with memory loss. *Teaching Artists who are interested in or are currently leading programming for Creative Aging are invited to attend and are compensated for their time.*

- **Wolf Trap PD:** as funding allows and based on need, T360 convenes Wolf Trap teaching artists to continue developing their skills in the realm of early childhood education. *Teaching Artists trained in Wolf Trap programming are invited to participate.*
- **Competency Framework:** During its most recent strategic planning process, T360 developed a framework to support the intentional application of prioritized values into its programming (pictured below). Beginning in 2023, T360 will offer paid training to Artists around how to apply these values within the context of each Artist's practice.

COMPETENCY FRAMEWORK

	Creative	Social	Personal	Justice
Level I: Awareness	Engages creatively with an art form. Exposure to professional artists.	Recognizes self within larger communities (school, cultural, religious, geographic, etc.)	Demonstrates awareness of personal identities	Recognize the intersection of power and identities
Level II: Understanding	Demonstrates basic skills in creative practices and explores meaning-making	Understand that there are multiple perspectives, experiences, identities, and communities.	Explores one's own assets, strengths and limitations through creative processes.	Uncover tension, exposing and engaging with systems of oppression to personally investigate the root causes of inequity
Level III: Development	Applies artistic skills and creative processes to a variety of purposes.	Build community in collaboration with other people who may not have the same life experiences.	Empowered to take appropriate risks; confidently and critically reflect on the implications.	Participants engage / collaboratively and critically in dialogue to recognize that they can disrupt/ intervene
Summary or Outcome	Can create and share meaning through artmaking	Collaboration with peers in service to others	Sees self as creator/innovator/artist	Take initiative to act through impactful communication and collaboration.



Media Policy

[Find the T360 Logo HERE!](#)

Artists may use images from T360 programming they are involved with for use on their own websites, social media, etc. T360 asks that Artists please mention that the program was provided in partnership with Think 360 Arts.

Artists may **not** use images showing the faces or likeness of minors (0-17 y/o) without explicit written permission. All images on T360's website and social media have authorizations and may be reused. If you are unsure whether or not you can use an image, please contact a T360 staff member.

For more in-depth information about artistic ownership, please refer to the [Artist Agreement](#).

Appendix of Links/Resources

[Artist Agreement](#)

[Teaching Artist Evaluation](#)

[Reimbursement Form](#)

[Form to Submit Teaching Artist Information for Website](#)

[Colorado State Standards](#) (Colorado Department of Education)

[Lesson Planning Template](#)

[2022 Community Report](#)

[Creative Aging Best Practices](#)

[Think 360 Arts Logo](#)

Think 360 Arts

1325 S Colorado Blvd Ste. 605

Denver, CO 80222

Main Phone: 720.904.8890

www.think360arts.org

