

**FINE ARTS CENTER OF KERSHAW COUNTY
SCHOOL ARTS PROGRAM**

RESPONSIBILITIES OF THE IN-SCHOOL COORDINATOR

IN GENERAL

1. Act as liaison between the School Arts Program Director and your school.
2. Encourage teachers to participate in the School Arts program and to build on the arts experience shared by the artist with the students.
3. Familiarize staff and parents with the Fine Arts Center and the School Arts Program.
4. Publicize School Arts activities through your school newsletter or newspaper, send information about the residency to the Camden Chronicle-Independent and The State Newspaper. Try to get the school beat reporter to come to the school to see the artist at work. All publicity must have the following credit line: **School Arts is sponsored by the Fine Arts Center of Kershaw County and is funded in part by the Upton Foundation, The Kershaw County School District, and the S.C. Arts Commission which receives support from the National Endowment for the Arts.**

FOR RESIDENCIES

1. See that dates for the residency are on the school calendar and that participating teachers know when the artist will be in the school and in each classroom. Ask one of the participating teachers to act as Core Teacher Chairman. See that she receives and understands the information in the core teacher packet. Please also check to see that she returns completed forms to you on time.
2. As soon as you know the dates for your resident artist, confer with the principal and the participating teachers on a schedule for the resident artist, using the SCAC scheduling guidelines. When you have a schedule worked out, check it with the School Arts Program Director, Bert Karesh, for approval. Collect the class information forms from the Core Teacher Chairman. Send one copy of the approved artist schedule to the School Arts Program Director. **One copy of the schedule and the class information forms should be sent to the artist at least two weeks before the residency.**

Work with the Core Teacher Chairman on publicizing the residency, arranging for the artist's community service hours, and welcoming the artist to the school. (A "meet the artist drop-in" is a nice gesture.)

FOR FIELD TRIPS

1. Information about field trip opportunities will be sent to you to distribute to appropriate teachers. If your teachers plan to bring students, see that request forms are returned to the School Arts Program Director by the date stipulated. Notify your bus supervisor at least three weeks prior to the trip to reserve buses. Notify lunchroom supervisor if students will not be having lunch at school.

2. A confirmation form will be sent to you several weeks before the field trip to confirm date, time and place, and number of students expected for the field trip. Please have the principal sign it, and return immediately to the School Arts Program Director. **We MUST have a signed confirmation so that seats can be held for your students.**

3. Encourage teachers to prepare students for the field trip by talking with them about the program they will be attending and about good audience behavior. Also encourage teachers to follow-up the field trip program with related activities, so that the program becomes a part of the student's total learning experience, rather than an isolated event.

4. Duplicate the performance evaluation form and give a copy to each teacher going on the field trip. Please ask teachers to fill out the evaluation as soon as they return from the field trip, so that you can send them to the School Arts Program Director by the end of the week.

FOR PERFORMANCES AT SCHOOL

1. A confirmation form will be sent to you several weeks before the program to confirm date, time and place for the artist's appearance. It will list any requirements the artist may have, and it will ask for the number of students expected to see the artist. **Please complete the form, have the principal sign it, and return it to the School Arts Program Director as soon as possible.**

2. To prepare students for the program, duplicate, if necessary, and distribute to participating teachers any program guides included with the confirmation. Prepared students are much more receptive to new experiences. Encourage teachers to plan follow-up activities, so that the program becomes a part of the total learning experience, rather than an isolated event.

3. Publicize the program in the school community including dates and times in school newsletters to parents, making announcements at PTO meetings, and by posters on bulletin boards that visitors will see. We are anxious for parents and school volunteers to attend School Arts programs as we depend on community support to raise money for the program. Please send copies of the newsletters that mention artists to the School Arts Program Director for the scrapbook. All written publicity must include this credit line: **School Arts is sponsored by the Fine Arts Center of Kershaw County and is funded in part by the Upton Foundation, The Kershaw County School District, and the S.C. Arts Commission which receives support from the National Endowment for the Arts.**

4. See that any needed facilities and materials (AV equipment, sound system, tuned piano, etc.) are ready for the artist.

5. Meet the artist on his arrival and get him settled in his performance space. If the principal does not choose to introduce the artist, please do it yourself or delegate to the appropriate person. A word to the assembled students about audience behavior is also a good idea.

6. Before each program, duplicate the evaluation form, and distribute to all participating teachers on the morning of the performance. Please urge teachers to complete them and return to you the next day. Encourage teachers to write comments on the evaluation. Favorable comments may be quoted to show the value of the School Arts program to funding sources. Unfavorable comments tell us how to make the program better. **The first question on the evaluation is very important. We have to know how many students and teachers participate in School Arts in order to fulfill our grant obligations to the SC Arts Commission.**