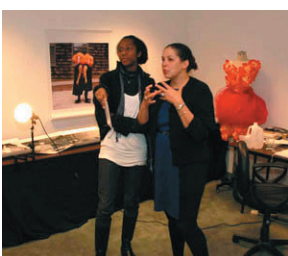




# WORKSPACE

STUDIO RESIDENCY PROGRAM  
for emerging visual artists and writers



## APPLICATION GUIDELINES

application available: Monday, February 1, 2010

### RESIDENCY DATES:

September 2010 - May 2011

### DEADLINE FOR ALL APPLICATION MATERIALS:

**Thursday, March 25, 2010, 5PM**

Applications must be received at LMCC's office by Thursday, March 25, 2009 by 5PM. This is NOT a postmark deadline; it is an in-office deadline. Late and incomplete applications will not be considered.

### FOLLOW THESE STEPS TO APPLY:

You must complete all three steps by the deadline to be considered for the *Workspace* program.

**STEP ONE: READ** these guidelines for information about *Workspace*, what the program offers, eligibility requirements, and the selection process; and visit <http://www.lmcc.net/residencies/workspace/apply>.

**STEP TWO: SUBMIT** the Online Form electronically to start the application process at <http://www.lmcc.net/workspaceapp2010>.

**STEP THREE: SEND OR DROP-OFF** your **Work Sample** and **Printed Documents**. Follow instructions exactly and send or drop off your complete application.

### INFO SESSIONS:

**(Suggested, not required)** Attend an Info Session where past residents and LMCC staff will review the application guidelines and answer questions about the residency and the selection process. RSVP is required. Space is limited.

**1. Wednesday, February 17, 4PM**

**2. Wednesday, March 10, 7PM**

**Info Sessions will take place at LMCC, 125 Maiden Lane, New York, NY**

RSVP at: <http://www.lmcc.net/residencies/workspace/apply>

**NOTE:** There is no application fee.

### APPLICATION TIMELINE

**February 1:** Open Call announced; application guidelines and Online Form available

**February 17, March 10:** Info Sessions

**March 25:** Applications due at LMCC

**June/July:** Finalists selected for interviews and all applicants notified by email

**September:** *Workspace* 2010-2011 begins

[www.lmcc.net](http://www.lmcc.net)

**DEADLINE: MARCH 25**



## STEP ONE: READ ABOUT WORKSPACE

*Workspace* is a studio residency program focused on the creative process for emerging visual artists and writers. Residents receive free studio space in Lower Manhattan for nine months, a modest one-time stipend (depending on available funds), access to a community of peers, professional development in the form of weekly group and individual meetings with arts and literary professionals called *Salon Evenings*, and exposure to new audiences through presence on LMCC's website and public programs like the final *Open Studio Weekend*.

*Workspace* seeks to give emerging visual artists and writers working in a range of media and genres the space, time, and resources to develop new work. It is a unique opportunity for creative and professional development in New York City for artists and writers who are at an early stage in their career and who are at a critical juncture in developing new work. We encourage residents to take risks they would not otherwise take, in spaces they would not otherwise be able to access. The program also relies on an "open-plan" studio structure to foster community. This allows for more interaction and easier access to fellow residents. While residents may complete a specific project, more importantly, they are expected to be active in their studios throughout the nine months - using it as a space for experimentation, creation, and dialogue - and to participate in *Salon Evenings* and present work during public programs.

It has also always been our goal to address the critical need for affordable studio space in Manhattan by adapting unique, underused, and unexpected spaces in Lower Manhattan for use by artists in a way that enhances the downtown cultural landscape and invigorates the community. *Workspace* has been serving visual artists and writers in this way for over 10 years. In 1997, the program started in the World Trade Center in space donated by the Port Authority of NY and NJ. Since then, generous New York City building owners, including Silverstein Properties, Inc. and Trinity Real Estate among others, have donated temporarily vacant office floors to LMCC for use as studios. *Workspace* has provided over 300 artists and writers with rare access to some of the city's most noted landmarks - including the World Trade Center, the Woolworth Building, and the Equitable Building. The *Workspace* program furthers LMCC's mission to place studios just blocks from Wall Street, changing what it means to "work" in the Financial District.

The 2010-2011 *Workspace* Residency location will be announced at a later date.

### WHAT WORKSPACE OFFERS

**Studio:** Nine-month long residency session with free studio space. Living space is NOT provided. There is access to the studios 24/7. In general, individual studio spaces are approximately 200 sqf. located within a larger, shared space and may not have doors. Studios are furnished with a desk and a chair, and equipped with wireless internet access and basic overhead lighting. There is heating during regular building hours, but air conditioning is not necessarily provided.

**Stipend:** There is a modest one-time stipend of approximately \$1,000, depending on available funds. There is NO monthly living stipend.

**Professional Development:** Residents meet as a group once a week, on Tuesday nights, for *Salon Evenings*. *Salon Evenings* take different forms: individual studio visits with arts and literary professionals; workshops on practical issues like taxes, copyright, and grant-writing; artist talks and readings; as well as group events like potluck dinners. For a complete list of past guests, go to [http://lmcc.net/residencies/workspace/salon\\_guests](http://lmcc.net/residencies/workspace/salon_guests).

**Support:** Access is provided to Materials for the Arts, Fractured Atlas, and other services and support as available.

**Public Programs:** There are opportunities to present work to the general public including presence on LMCC's website, *Works-in-Progress: Open Studios* (coinciding with NYC art fairs) and an end-of-session *Open Studio Weekend*. Residents are required to participate in these public programs. Last year, more than 1,000 visitors attended the *Workspace Open Studio Weekend*.

**Visiting Artist Status (For visual artists only):** Once accepted to *Workspace*, visual artists may apply for Visiting Artist Status at partner institutions to gain access to specialized facilities and resources.

#### Partners and Resources Include

**Educational Alliance:** Metal/welding shop; ceramics studio with kiln facility; black and white wet darkroom

**Harvestworks:** Electronic media courses; reduced-rate technical assistance; lab/studio access

**New York University's Advanced Media Studio:** Inkjet printing; scanning; laser cutting; 3D modelling

**School of Visual Arts MFA Computer Arts Department:** Courses; lab/studio access

## WHO CAN APPLY

*Workspace* is open to emerging visual artists and writers working in a range of disciplines and genres.

- Applicants must choose to apply as either a visual artist or writer; Applicants cannot apply in both categories.
- This opportunity is open to collaborative pairs of no more than two (2) people. Collaborative pairs should submit one application.
- International artists and writers are eligible for this program. Please be aware that LMCC offers studio workspace only, NOT living space. If accepted, international residents are responsible for their own visa, travel, living and housing expenses and arrangements. LMCC can only offer minimal assistance to international residents in securing necessary immigration documents. The small stipend/materials fee will not be sufficient for living expenses.

## Ineligible

- Artists and writers who will be participating in another residency program from September 2010 - May 2011;
- Artists and writers who will be enrolled as students at the undergraduate or graduate level from September 2010 - May 2011;
- Performing arts groups in need of rehearsal space, or groups larger than two. These groups may consider our *Swing Space* program, details at <http://lmcc.net/residencies/swingspace>.
- Artists and writers who have been served by LMCC's *Studioscape*, *World Views*, *New Views*, or *Workspace* residency programs;
- Artists and writers who have been served by LMCC's *Swing Space* or Paris Residency programs cannot apply until 12 months from the last day of their previous residency at LMCC.

## PARTICIPATION

Participants are expected to be active in their studios throughout the nine months and are required to participate in weekly *Salon Evenings* as well as public programs. Participation is not transferable. LMCC reserves the right to suspend residency privileges to residents who do not use the studio space appropriately. Work in the studio must not distract or obstruct other residents in the space or building tenants. Work should not require heavy machinery, noisy equipment, toxic materials, or major construction. All participants must be living within reasonable distance from the studios during the residency term.

## THE SELECTION PROCESS

We expect to receive approximately 900 applications from visual artists and 100 applications from writers for *Workspace* this year. Applicants will be reviewed by selection panels comprised of arts and literary professionals, artists and writers, as well as LMCC staff. The panelists change for every session. Visual artists and writers will be reviewed by separate panels. Each panel will select a group of finalists for interviews and of these finalists, 20-25 visual artists and 6-8 writers will be selected for one nine-month session. (For a list of past jurors, please visit <http://lmcc.net/residencies/workspace/panelists>.)

**The selection panels will assess and rank all applicants according to the following criteria:**

- **Merit of past work** based only on work sample;
- **Career record** according to narrative biography and resume;
- **Proposed projects and ideas** as expressed in proposal and statement;

LMCC is committed to maintaining diversity in all of its programs.



## STEP TWO: SUBMIT

Complete and submit the Online Form at <http://www.lmcc.net/workspaceapp2010>. There is a one-hour time limit to fill out the Online Form and you cannot save and return to the page at a later time. Once you have submitted the Online Form, you will not be able to make changes, or resubmit. We strongly recommend that you view the Online Form in advance, complete and save a separate document offline, and copy/paste your finalized responses into the online fields.

### You will be asked to provide:

- **Medium/Genre:** Choose all that apply.  
**Visual Artists can choose from:** Drawing; Film/Video; Installation/Mixed Media; New Media/Computer Arts; Painting; Performance; Photography; Sculpture; Sound  
**Writers can choose from:** Fiction; Non-Fiction; Playwriting/Screenwriting; Poetry
- **Full contact information:** First Name, Last Name, Current Address, Phone Number and Email Address
- **Contact information for 2 professional references** (NO letters of recommendation)
- **Narrative biography:** A paragraph highlighting relevant accomplishments in your career as an artist. Please include education, awards, residencies, exhibitions, publications, projects, and where born/live/work. 100 words maximum.
- **Artist's or writer's statement:** A paragraph that describes your work and your working practice in general. Consider how your statement relates to your submitted work sample. 100 words maximum.
- **Proposal:** Describe potential projects and ideas for the *Workspace* program, giving the panel an idea about how you think and work. Consider the questions: Why are you applying to the *Workspace* program specifically? Why are you applying at this point in your career? Also, address expectations and work plan including technical requirements. 200 words maximum.

## STEP THREE: SEND OR DROP OFF

The *Workspace* application is not complete until we receive the **Work Sample** and **Printed Documents**. All **Work Samples** and **Printed Documents** should include your first and last name as it appears in the Online Form. Documents must be on 8.5 x 11 paper (or A4 for applicants from abroad). Documents must be paper-clipped and not stapled or otherwise bound.

Follow instructions exactly and send or drop off your application. If you are sending, we strongly encourage you to mail your application two weeks in advance.

## WORK SAMPLES

The **Work Sample** is a critical element of your application. Prepare a well-organized **Work Sample** that best represents your work.



### VISUAL ARTISTS

Submit **ONE** of the following formats on CD or DVD. Send **one (1)** copy of your work sample.

- **Eight (8) digital images:** Save images as .JPG files. Images should be no larger than 800 pixels x 800 pixels at 72 dpi. Each image file name must be "your last name\_your first name\_#" (ex. Smith\_John\_1.jpg, Smith\_John\_2.jpg, etc.) During the selection process images will be projected one at a time from a Mac computer.
- **Four (4) minutes of video:** For time-based media, submit Quicktime Files (preferred). We also accept submissions on DVD. Total viewing time may not exceed 4 minutes. During the selection process, videos will be projected from a Mac computer.
- **Four (4) minutes of audio:** For sound-based work, submit .MP3 files. Total running time may not exceed 4 minutes.
- **Four (4) digital images AND two (2) minutes of video or audio:** Follow above instructions for labeling and formatting.



### WRITERS

Submit **ONE** of the following formats. Send **two (2)** copies of your work sample.

- **Fiction, Non-Fiction, or Script:** Up to 20 double-spaced pages in 10-12 point font.
- **Poetry:** Up to 10 pages in 10-12 point font.

## PRINTED DOCUMENTS

Include **two (2)** copies of each of the following documents, collated in the following order:

- Print Out of Online Form.** Before you click "Submit" on the Online Form, print out the pop-up printable version. Submit 2 copies of the printed Online Form.
- One-Page Resume.** Resume should not exceed one side of one page. If you are applying as a collaborative pair, include 2 one-page resumes. Submit 2 copies of your resume.
- Inventory of Work Sample.** Please include the following information, according to the format of your work sample. Submit 2 copies of your inventory list.

- **VISUAL ARTISTS:**

- **for digital images:** provide image list with titles, dates, medium, dimensions as well as 1-2 sentence description for each image.
- **for video:** provide titles, dates, running times, and original format/medium (film, video installation, etc.) with 1-2 sentence description of each work.
- **for audio CD:** provide track numbers, titles, dates, running times, and original format/medium with 1-2 sentence description of each work.

- **WRITERS:**

- **for all genres:** provide title and date of your submission(s) with a 1-2 sentence description.

**We do not accept:**

- 35mm slides or VHS;
- original artwork;
- any work samples by email;
- PowerPoint presentations;
- handwritten documents;
- letters of recommendation;
- support materials, including reviews, catalogues, and publications.

While all applications will be handled with care, LMCC is not responsible for damage or loss of submitted materials. Work samples will not be returned.

### Send or drop-off your completed application to:

Lower Manhattan Cultural Council  
 Workspace Residency Program  
 125 Maiden Lane, 2nd Floor  
 New York, NY 10038-4912

**For directions to LMCC, please go to:** [http://lmcc.net/about/contact\\_us](http://lmcc.net/about/contact_us).

Your application will only be considered if it is complete, on time, and adheres to all guidelines. A complete application includes submission of both the **Online Form** and receipt of the **Work Sample and Printed Documents** by the in-office deadline, Thursday, March 25, 2010, 5PM.

All applicants will be notified via email about their application status around June/July 2010. Finalist candidates will be contacted to schedule interviews around June/July 2010. Selected applicants will be notified by phone. **PLEASE DO NOT CALL OR EMAIL TO INQUIRE ABOUT RESULTS.**

Please visit our website for more information. Contact [workspaceapp@lmcc.net](mailto:workspaceapp@lmcc.net) with any additional questions about the application process.

Program information and offerings are subject to change.

## Lower Manhattan Cultural Council

Lower Manhattan Cultural Council (LMCC), a 501(c)(3) nonprofit, has been a leading voice for arts and culture Downtown and throughout New York City for over 35 years, producing cultural events and promoting the arts through grants, services, advocacy, and cultural development programs. For more information, visit <http://www.lmcc.net>.

## Program Supporters

AG Foundation; The Andy Warhol Foundation for the Visual Arts, Inc.; CB Richard Ellis, Inc.; Con Edison; Continental Airlines; The Cowles Charitable Trust; Jerome Foundation; JPMorgan Chase; Lily Auchincloss Foundation, Inc.; May and Samuel Rudin Family Foundation, Inc.; Milton & Sally Avery Arts Foundation; New York Community Trust; The Pollock-Krasner Foundation; The Starry Night Fund of Tides Foundation

The *Workspace Salon Evenings* are supported in part by The Joan Mitchell Foundation.

## With Public Funds from



## In-Kind Supporters

Harvestworks; Materials for the Arts; New York University's Department of Art and Art Professions at the Steinhardt School of Education in collaboration with NYU's Information Technology Services; The School of Visual Arts MFA Computer Arts Department.



**P1: From top to bottom:** 2008-2009 artist in residence Aaron Gilbert in his studio, photo by Sean Carroll; 2008-2009 writer in residence Jennifer Hayashida in her studio, photo by Alexander Porter; 2006-2007 artist in residence Rossana Martinez's studio during *Open Studio Weekend*, photo by Lumin Wakoa; 2009-2010 artist in residence Elia Alba meeting with Studio Museum in Harlem Assistant Curator Naomi Beckwith, photo by Sean Carroll; 2009 *Salon Evening* with poet and critic Wayne Koestenbaum, photo by Sean Carroll; 2007-2008 residents in the studios, photo by Sean Carroll.

**P5: From right to left:** LMCC Curator Adam Kleinman gives a tour of LentSpace, 2009, photo by Douglas Back; Writer in residence Willie Perdomo reading at Open Texts during *Open Studio Weekend, Workspace* 2008-2009, photo by Douglas Back; 360° Dance Company: *Maktub*, Choreographed by Lauri Stallings, *Sitelines* 2008, photo by Liz Ligon; Dancers performing *Show Me the Money* by Catherine Galasso at 14 Wall Street, *Swing Space* 2009, photo by Sean Carroll; Artist in residence Mary Mattingly's studio during *Open Studio Weekend, Workspace* 2007-2008, photo by Paul Porter.

