

Residency

Checklist

There are many aspects to artistic creation and artistic research. Often the artist or producer is responsible for the majority of the work, but a residency location plays an essential role in the creation or research process. The needs and expectations that exist on both sides must be clearly expressed to ensure fair practice. The arrangements made are best anchored in a written agreement. In the case of misunderstandings or if a party does not respect the arrangements made, the agreement provides something to hold on to. Both the artist and the organisation can then refer to the agreement and point out to the other party his or her responsibility.

Each residency is different

During a residency, an organisation offers an artist, among other things, time, (a suitable) space, and the necessary support to work on an artistic creation or artistic research. Residencies differ greatly and offer other different forms of support. In some places a presentation is expected, in others this is not required. Residencies are often free of charge for the artist, and a residency budget is provided, but in some cases a contribution may be requested for residencies. Some residencies work with an open call, some are by invitation only. Some residencies are part of a coproduction agreement, but a residency in itself does not constitute a coproduction! Depending on the discipline, there are often other customs. The following elements are therefore best examined and discussed in advance.

Negotiate as equal parties

The starting point is that the artist and the organisation need one another, and therefore negotiate the agreements as equal parties.

Artistic

- ✓ What are the expectations regarding artistic exchange? How does dialogue with the artistic team proceed? What are the expectations for the future?
- ✓ Who has the curatorial or artistic mandate? Are you as artist obliged to produce a result? How much space is there for consultation and how much autonomy does the artist have?
- ✓ Are there interim evaluation moments and is there an evaluation afterwards?

Finances

Each residency location offers different financial conditions. Often there are also large differences depending on the artistic disciplines on which a residency location focuses. In addition, some residencies take place in the context of a (larger) coproduction.

- ✓ Is there an allocated residency budget/production budget? How is this paid?
- ✓ Are artists and collaborators reimbursed for their work in residence?
- ✓ What costs does the residency budget cover? And how is this linked to result-related expectations?
- ✓ What are the arrangements regarding absence during residencies and are there financial consequences for this?

Hospitality

- ✓ Is there a clear contact person for practical questions and emergencies? Is there an ombudsperson?
- ✓ Does the residency location cover the travel costs? For domestic and/or foreign trips of the resident team? Is this in addition to a possible residency budget?
- ✓ Does the residency location provide accommodations for team members who have to travel from far away?
- ✓ Does the residency location provide meals or per diems? Are coffee, tea and water available? Is this free of charge? Are cooking facilities available?
- ✓ Does a guarantee have to be paid (for keys, protected monuments, ...)?
- ✓ What about accessibility and transportation for residencies in remote places? What budget is available for this transportation? Does the residency location have facilities for people with a physical disability?
- ✓ Are families, couples or groups accepted, and are the provisions and financial arrangements adapted to this?

Administration

- ✓ Does the artist have his/her own non-profit/producer/management agency or a grant recipient who assumes administrative responsibilities?
- ✓ Who is liable in the area of employment?
- ✓ Which insurance policies should be taken out and by whom? Think of team members, equipment, theft, damage to equipment belonging to the residency location ... Be sure to use our insurance tool.

Planning & team

- ✓ What is the period of the residency?

- ✓ Between what hours are the spaces accessible, and can work be done in the evenings and on weekends? Must the space be made available to others? Can equipment remain in place?
- ✓ Does the residency location provide technical, production or communication support handled by its own staff? Are there specific days or hours that have to be taken into consideration, and how many of these are there?

Space, technical infrastructure and safety

- ✓ What space does the artist need? What are the spaces to be used and their technical possibilities, and are they suitable for the work that the artist wants to perform? Is there a dance floor available? Which devices can you use? Is a technical datasheet available? As artist, always thoroughly discuss with the technical staff of the residency location what you want to do; as residency location, always be clear about what is possible.
- ✓ Can (technical) equipment be used and what equipment is available? Think of backline instruments, sound installation, recording equipment, graphic material, ... Does an equipment list need to be sent in advance?
- ✓ Don't forget smoke detectors, the possibilities for darkening the room, etc.
- ✓ Are there limits regarding excessive noise?
- ✓ What rules are there for locking buildings, tidying up and cleaning, are the necessary materials available for this?
- ✓ Does decor or equipment have to be transported and can the residency location help with this?
- ✓ Can technical staff be used for setting up, tearing down, rehearsals, tests, etc, ... ?
- ✓ Are (separate) dressing rooms available?
- ✓ Are there showers and washing machines?
- ✓ If necessary, review evacuation plans, safety measures, reporting points, the location of the first aid kit. As a residency location, communicate the contact details of important services in the area such as medical facilities and the fire brigade.
- ✓ What arrangements are in place concerning the transport of equipment? Think of equipment that is needed during the residency, as well as equipment created during the residency.

Presentations, studio visits and try-outs/audience

- ✓ Arrangements concerning presentations, studio visits and try-outs: Does the artist want such opportunities or not? Does the residency location expect such and is it an inherent part of the residency? Who is invited and who is responsible for audience recruitment and communication?

- ✓ Are the presentations paid or not? Is an additional fee foreseen or is the presentation part of the residency? What is expected of the resident during a studio visit?

Communication

- ✓ How should the residency location be mentioned in promotional texts (with the support of, with thanks to ...)?
- ✓ Do texts and photos have to be supplied/created for use on the website, social media ...? Who is responsible for this and how is this reimbursed?