

**Emma S. Barrientos Mexican American Cultural Center
Latino Arts Residency Program – Residency Agreement**

PURPOSE AND MISSION OF LARP

The Latino Arts Residency Program was founded in 2013 by the Emma S. Barrientos Mexican American Cultural Center (ESB-MACC) to develop local sustainable Latino arts organizations or working artists that will tangibly benefit the public through increased exposure to the process and the product of quality Latino art work of every discipline. Art work developed at the Emma S. Barrientos Mexican American Cultural Center will be publicly presented with the highest professional quality and will help position the Center as a national presenter of performing and visual arts.

The residency also enables the artist or arts organizations to become self-sustaining as evidenced by: a) more funding, b) increased partnerships, c) more artistic production, and d) greater audience awareness of the artist(s)' work. One goal of the residency is to provide a supportive environment of rigor and discipline to promote greater focus and professionalism to every aspect of the art making process.

In addition, opportunities for public education will be supported at the ESB-MACC by involving the public in the process of art production. We look for opportunities to share the process of your art making with the public. In addition, partners help provide educational programming at the ESB-MACC for young and old. Finally, opportunities to collaborate abound in a residency program as artists are encouraged to create community and make art together.

ABOUT THE ESB-MACC

Mission

The Emma S. Barrientos Mexican American Cultural Center (ESB-MACC) is dedicated to the preservation, creation, presentation, and promotion of the cultural arts of Mexican Americans and other Latino cultures.

Vision

Austin will have a greater awareness of the history and contributions of our Mexican American and Latino communities, enhancing quality of life for everyone.

The ESB-MACC will foster, engage, and empower the greater Austin community through renowned arts education and enriching experiences of art and culture. The Center will be a celebrated Pan American cultural institution that will enhance the quality of life for its patrons.

Values

Excellence: We pursue excellence in all aspects of cultural programming and operations.

Respect: We respect artists and the art work that they share with public at our sites.

Innovation: We support creativity and experimentation in our cultural programs and operations.

Collaboration: We seek innovative ways to collaborate with Latino/a artists and organizations throughout the region.

Community: We are accessible, responsive, and welcoming to all.

Responsibility: We are fiscally responsible.

TERMS AND CONDITIONS OF YOUR RESIDENCY

Scheduling

Guidelines for scheduling assure that space can be reserved for resident artists. Once the residency is confirmed, artists are required to make their reservations two years in advance. Because there are many users of the ESB-MACC facility, we require discipline in making your presentations and rehearsals manifest on the days that you select. Your professional commitment to the agreed-upon schedule will be an essential component of the evaluation of your residency.

Calendar Availability by Reserving Group	
Calendar Opens (x months before requested use of room)	Level of Priority by rental / reservation group.
25 months	MACC Special Events & Education
24 months	Latino Arts Incubator Project
18 months	MACC Collaborations
12 months	Cultural & Arts Rentals
10 months	Civic Rentals
9 months	Educational Rentals
6 months	Office of the CM & City Council
5 months	City Wide Events
3 months	Parks & Recreation Department
2 months	ALL City of Austin Departments

Production Scheduling

- Resident organizations submit a request for facility use 24 months in advance.
- To request facility use for rehearsals, load-in, tech and production complete and return a 'Latino Arts Residency Production Date Request' form.
- One form must be completed for each requested production.
- The resident reservations do not extend to any other spaces other than the space expressly reserved in the Production Date Request form.

Workshop Scheduling

- Resident organizations may submit a request for facility use 24 months in advance.
- To request facility use for a workshop or class complete and return a 'Latino Arts Residency Workshop Date Request' form.
- One form must be completed for each requested workshop.
- If the requested workshop will culminate in a final production a 'Latino Arts Residency Production Date Request' form must be attached.

Changes to Scheduling

- Participation in ESB-MACC Latino Arts Residency Program allows for use of the ESB-MACC only. Privileges of use are not transferable to other Parks & Recreation Department or any other City of Austin property or facility.
- Reservations of two weeks or more may only be rescheduled or canceled once a year.

- In order to request a change, a revised ‘Workshop Date’ or ‘Production Date’ request must be submitted.
- Requests for changes must be submitted a minimum of 30 days in advance for reservations booked of more than one week. This also applies to any venue changes. There is no guarantee the requested dates will be available.
- If an addition of hours is desired for days that have been previously scheduled, a request for change must be submitted a minimum of 7 days in advance.
- Requests for additional dates to an already confirmed reservation must be submitted a minimum of 7 days in advance.
- Approvals for changes will be made by the ESB-MACC Manager & LARP Coordinator.
- Requests for extensions beyond the park curfew hour of 10pm must be approved by the ESB-MACC Manager & PARD Director.
- Load-in, presentation, and load-out dates agreed upon are to be observed.
- Outdoor performances must be approved by the ESB-MACC Manager, LARP Coordinator and Division Manager 90 days in advance and abide by all City ordinances for sound, pyrotechnics, etc.
- Failure to meet production deadlines and/or cancellations beyond the one allowable rescheduling will result in forfeiture of room deposit.

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Preproduction requirements

Content

The presentation must take into account the venue where the work will be presented and content of material to be presented. During the scheduling process, the appropriate audience for all presentations and productions will be pre-identified (all-ages, youth, only, young-adult and higher, strictly adult content) etc.”

If a presentation includes material that is adult-oriented it is the resident’s responsibility to notify staff by presenting a final working script or visual concept to ESB-MACC staff 90 days in advance of production rehearsals, gallery load-in and/or any marketing.

Adult material may be presented in locations that can be isolated from children (ie. indoor locations) and all marketing materials and signage must indicate that the show includes adult-only material—“discretion advised.”

Special Effects

- Plans to use fire, pyrotechnics, smoke, strobe lights, gun fire simulation, etc. must be presented to ESB-MACC staff 90 days in advance of production rehearsals, gallery load-in and/or any marketing if to be used as elements of production.
- The resident must provide all required documentation and/or certifications at the request of the permitting department.
- The ESB-MACC will incur no costs, fees or charges for the permitting process.
- The ESB-MACC will incur no costs to make facility modifications in support of special effects requirements.
- The ESB-MACC will make the facility available during business hours to permitting

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departments in consideration of the resident organization's permit request.

Fees Associated with Programming

Productions

- Residents are responsible for paying a refundable room deposit before use of the facility.
- Failure to meet the guidelines of facility use will result in forfeiture of deposit. This includes failure to load out completely on the specified date.
- A deposit must be collected before any production or use of performance spaces.
 - Deposits required for each area are:
 - Zocalo / plaza - \$800
 - Auditorium - \$300
 - Black Box - \$100
 - Dance Studio - \$100
 - Concession Stand - \$100
- If a deposit is forfeited the resident artists is responsible for paying the appropriate deposit again.
- Once approval of facility use requests have been granted, resident organizations may conduct public presentations of their work for a ticket fee to be determined by the resident organization.
- Of that determined fee the resident organization will pay a rental fee of \$1 per ticket to the ESB-MACC (except for gallery presentations.)
- Private presentations to donors and/or sponsors are considered fundraisers and will be responsible for paying the \$1 per ticket rental fee for every attendee or every ticket sold.
- Free presentations provided to the general public and previously approved by the ESB-MACC will be considered a collaboration (see below.)
 - Collaborations will not be responsible for paying the \$1 per ticket sold fee, but will be required to meet marketing guidelines of collaborations.

Concessions

- Concessions may be sold during productions. Organizations are not responsible for paying a portion to the ESB-MACC.
 - Proper permitting must be secured and guidelines established must be followed.
 - Health Department
- Alcohol may be served or sold during performance ONLY. Organizations are not responsible for paying a portion of sales to the ESB-MACC.
 - A request to serve alcohol either sold or free, must be submitted 30 days in advance for approval from the ESB-MACC Manager and PARD Director.
 - TABC Guidelines must be followed and permits secured by the resident.
 - Increases in insurance coverage may be required by ESB-MACC management for productions requesting use of alcohol.
 - Additional requirements may be deemed necessary by either the ESB-MACC management or PARD Director.

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Workshops & Classes

- Residents are required to present, produce or innovate at least one educational offering per

year that will benefit the public. Additional educational offerings are highly encouraged, although not required.

- Once approval of facility use requests have been approved resident organizations may request presentation of workshops and classes on a 70/30 contract (70% of educational revenue benefiting the resident company or artist; 30% is paid to the City's General Fund for rent.
- 70/30 split is a general rule, but may be adjusted pending costs to the ESB-MACC.
 - Resident's programs may be responsible to pay greater or less than the 30%. Split will be determined and agreed upon at time of program scheduling.
- Appropriate fees will be determined by the resident organizations to cover associated costs such as additional staff required.
- If a workshop culminates in a final production, fees for a production as outlined above will apply. In some cases, the ESB-MACC Manager may consider and select the final production for a collaboration.
- Details of the process for 70/30 contracts are attached.

Collaborations

- Collaborations between residents are encouraged but not required.
- Collaborations are typically free presentations to the public for one or two nights, in which the ESB-MACC becomes the "presenter."
- Any program receiving funding from the ESB-MACC by way of artists fees paid by the Center will be considered a "presentation of the ESB-MACC" and an agreement will need to be approved by the Site Manager.
- Collaboration programming will require a heading of "The Emma S. Barrientos Mexican American Cultural Center in collaboration with RESIDENT COMPANY NAME presents..."
- Collaboration programming requires the following logos - ESBMACC logo, City of Austin logo, CAPRA logo, ADA statement.

Marketing

- All marketing material including print, electronic, social media, etc. must be approved by ESB-MACC staff and PARD management prior to release through any platform.
- Resident presentation marketing material must include ESB-MACC logo and City of Austin ADA statement.
- ESB-MACC email blast newsletters are distributed on a predetermined scheduled in which resident artists may list programming.
- Fliers must be approved to meet marketing guidelines as well.
- Resident artist programming will be included in ESB-MACC website on LARP page and/or others depending on program type.
- All copy and/or marketing material must be submitted 15 working days in advance of deadlines for marketing distribution deadlines.
- Residents should follow marketing deadlines as established by staff and follow approval timelines when submitting marketing material. Approval timelines for marketing material will vary from 5-10 business days prior to publication.

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Protocols

- Alcohol, drugs and firearms are strictly prohibited to be brought onto the property by resident artists. Failure to observe will result in removal from the Latino Arts Residency Program.
- Any damages to ESB-MACC facility, equipment, etc. must be communicated to ESB-MACC manager and/or program coordinator within 12 hours of the occurrence.
- Any contact with emergency service departments (Police, Fire Department, EMS, Animal Control, etc.) must be communicated to ESB-MACC manager and/or LARP program coordinator immediately.
- Participant Incidents or injuries must be documented by completing the appropriate form within 24 hours. Incidents must be communicated to ESB-MACC manager and/or program coordinator within 24 hours.
- The ESB-MACC facility spaces used for artistic process should be kept reasonably clean and neat.
- Residents are responsible for returning the room to the condition in which it was provided. No trash, lost items, materials, etc. are to be left immediately following use of a room.
- Load-in and tech dates should also observe this standard as well, with some exceptions. The room must still be left in a safe condition with no items left on the floor, exits not blocked and in an overall presentable condition.
- Latino Arts Partner meetings called by staff are mandatory. All meetings will be called with consideration for Residents' scheduling needs. Attendance and collaborative engagement at these meetings will be included in the evaluation of the residency.
- Latino Arts Partner will be required to attend one Board Meeting each quarter to provide an update on their residency activities and a 'look ahead' for upcoming events, collaborations and/or performances.
- All Latino Arts Partners will be required to complete an intake survey deliverable within one month of beginning the residency to determine the services that the City can provide to support the sustainability of the resident partner.
- The residency does not include permanent office space or storage space. Arrangements should be made off site for these needs.

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PROFESSIONAL CONDUCT

The staff of the ESB-MACC value professional conduct because they value:

- Great customer service
- Equal treatment and respect of all protected groups
- Non-violent communications for a non-violent world
- Great public relations.

In that regard, professional conduct is considered calm, respectful speech and conduct at all times. Direct and polite communications of concerns or issues to the personnel involved is also considered professional conduct. In addition, appropriate conduct at events is considered professional conduct. All residents are required to adopt professional conduct.

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EVALUATION

Latino Arts Partner will be evaluated by staff both quarterly and annually. The quarterly evaluation will include a one-on-one meeting to recognize achievements and successes, offer guidance and feedback, and to discuss any issues and concerns the Residents might have. In addition, the following measures may be discussed:

- Review the stated goals of the partner's residency.
- Evaluate the ability to successfully adhere to deadlines for scheduling submissions, permits, staff notifications, etc.
- Review the ability to follow through on scheduled programming and rehearsal times.
- Review the ability to follow through on facility protocols including condition of the facilities after load-out.
- Attendance of meetings including quarterly reporting to the ESB-MACC Board prior to productions
- Participation in workshops and trainings requested by the Residents.
- Completion of the intake survey
- Review Educational programming (internal as well as external.)

- Review any violation of the program's code of professional conduct.
 - Issues related to incidents involving any of the above will be discussed with the Partner. Repeated incidents may be cause for terminating the residency prior to its completion.

Annual written evaluations for long-term (2 years or more) resident partners will be conducted by staff and a working group of the Board. The evaluation will include a discussion of the above in addition to a written evaluation of:

- The organization's success in increasing capacities for fundraising, marketing, and educational programming.
- The organization's artistic development.
- The successful development of the organization's long-range strategic goals.

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Contacts

ESB-MACC Manager – Herlinda Zamora – 512.974.3771
Latino Arts Residency Program Coordinator –
Division Manager—Laura Esparza - 512.974.4001

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Signature: _____
Latino Arts Partner

Date: _____

Signature: _____
Herlinda Zamora, ESB-MACC Manager

Date: _____