

Artist Roster Information and Application

If you are an artist or arts organization interested in working with our schools, we encourage you to join our Art Roster.

Schools use this roster to search for artists based on areas of expertise. This roster is available for viewing on our internal website for all our teachers and school staff. Schools will contact the arts organizations or individual artists they would like to work with.

Artists in Schools

www.cbe.ab.ca/get-involved/artists-in-schools

Contact Us

ArtistRoster@cbe.ab.ca

Requirements

Only submit your application when you have acquired items 1 through 5:

- 1 | Completed Artist Roster Application
- 2 | Provide a Police Information Check with Vulnerable Sector Check (current within last 5 years). Learn about the Police Information Check system and submit your application on the [Calgary Police Service website](#)
- 3 | Provide an artist photo or company Logo
- 4 | Workers' Compensation Board (WCB) Coverage (*see below*)
OR
Insurance Certificate with \$2 Million **EMPLOYER'S** Liability coverage

AND
- 5 | Insurance Certificate with \$2 Million **GENERAL** Liability coverage that includes the statement "the CBE is included as an additional insured." NOTE: This General Liability insurance is different from the Employer's Liability insurance stated above

Workers' Compensation Board (WCB) Coverage

If you are unable to obtain WCB, please apply for Personal Coverage. There is no cost to apply. For information visit wcb.ab.ca. If you are unable to obtain Personal Coverage you will require \$2 Million Employer's Liability insurance in its place.

Apply

Email a completed application package to School Improvement at ArtistRoster@cbe.ab.ca.



Artist Information

First Name _____ Last Name _____ Date _____
MMM / DD / YYYY

Organization _____ Phone Number _____

Website _____ Email Address _____

Cost per Time / Unit _____ GST Number _____

Check all the boxes that apply:

Language(s) Spoken ☐ English ☐ French ☐ Other: specify _____

Preferred Grades

- ☐ Kindergarten
☐ Grades 1-3
☐ Grades 4-6
☐ Grades 7-9
☐ Grades 10-12

Event Format

- ☐ Workshop
☐ Residency
☐ Performance
☐ Lecture/Demonstration
☐ Other: _____

Discipline

- ☐ Dance ☐ Music
☐ Drama ☐ Visual Arts
☐ Literary Arts ☐ Multimedia
☐ Media Arts ☐ Other: _____

References (include one school reference related to working with students)

First & Last Name _____ Position _____

Email Address _____ Phone Number _____

First & Last Name _____ Position _____

Email Address _____ Phone Number _____

First & Last Name _____ Position _____

Email Address _____ Phone Number _____

Conditions to Work in Schools (include documents with application)

A. ☐ Workers Compensation Board (WCB) Coverage or ☐ \$2 Million Employer's Liability Insurance

B. ☐ Insurance Certificate with \$2 Million General Liability coverage that includes statement "CBE included as additional insured"

Insurance Company: _____

C. ☐ Police Information Check with Vulnerable Sector Check. Dated: _____

Have you been charged with a criminal offense which you have not been pardoned for? ☐ Yes ☐ No

Artist Biography

Describe the artist or organization. (150 words maximum)

Artist Statement

What does the artist / organization have to offer to schools, staff, and students? Knowledge - artistic competence, skills, attitudes, perspectives, connections, curriculum integration, collaboration, creativity, design. (75 words maximum)

Previous Residences and Art Associations

Include one school reference related to working with students, if possible. (75 words maximum)

Example of Work with Students (Required)

Provide examples of work completed with students (not professional work). Include web / video links.

Form Submission

Complete all fields in form, include the requested additional documents and submit your application package to ArtistRoster@cbe.ab.ca

Authorization for Collection of Personal Information

I acknowledge any information accessed, collected, used, generated, or stored while performing the service for The Calgary Board of Education, including student, instructional, financial, or administrative information, is strictly confidential and is to be used only in the provision of services. I will not disclose, communicate, publish, take, alter copy, interfere with, or destroy any information unless specifically authorized to do so. For further information, please contact the Fine & Performing Art Specialist 403-817-7608 or email artistroster@cbe.ab.ca.