



Cultural Leaders Legacy Artist Awards 2019

**NOMINATION PACKAGE**

**ROZSA FOUNDATION EMERGING ARTS ADMINISTRATOR AWARD**

**Deadline:** Friday, November 30, 2018, 4:30PM

The **Rozsa Foundation Emerging Arts Administrator Award** is a \$5,000 cash award intended to recognize and encourage the role of professional arts managers and administrators who are dedicating their careers to promoting and supporting the work of Calgary's artists and not-for-profit arts organizations. In an economic climate where budgets and resources are limited, the work of these professionals needs to be as creative as the artists and organizations they serve.

This award honours an emerging arts administrator or manager in the early stages of their career whose dedication and innovation in their field has elevated the work of the artists or arts organization they serve. The recipient of the Rozsa Foundation Emerging Arts Administrator Award also receives no-cost entry into one of the Rozsa Foundation's Arts Leadership programs, as determined in consultation between the recipient and the Rozsa Foundation.

The award will be presented to the recipient as part of the Mayor's Lunch for Arts Champions event in March 2019. This award was established by the Rozsa Foundation as well as Calgary 2012, and is a legacy project of Calgary's year as a Cultural Capital of Canada.

## **Award Rules & Criteria**

### **1. Eligibility**

Nominees for the Rozsa Foundation Emerging Arts Administrator Award must meet all the following criteria:

- Be a Calgary resident operating in Calgary since the beginning of the nomination year (2018).
- Be currently working full- or part-time, either employed or contracted by a minimum of one artist or not-for-profit arts organization in Calgary.
- Be in the early stages of their career, typically to a maximum of five years of professional experience in any area in the field of arts administration.

### **2. Nominations**

Nomination packages must include the following:

- One (1) copy of the nomination form available at the end of this document, signed by both the nominee and the nominator.

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- One (1) copy of a 30-word synopsis of why the nominee has been nominated (may be used for publication and media purposes in the event the nominee is selected to receive the award).
- One (1) letter of nomination (1,000 words or less).
- Up to five (5) pieces\* of support material demonstrating the work of the nominee as it pertains to this award. Please note these materials must be submitted in the following file formats, and each file can be a maximum of 3MB: JPEG, PDF, DOC, DOCX, MP3, YouTube or Vimeo link.

\* Please note that a piece of support material is equal to one piece of the nominee's work, not one digital file. One file containing five different images or examples of the nominees' work will be considered as five pieces of support material, not one.

### **3. Jury**

The awards jury will be composed of artistic peers and community members based in Calgary. Jury members are not disclosed in advance of the Mayor's Lunch for Arts Champions. In the event of a perceived conflict of interest, an alternate will replace the jury member in question. The jury will operate with strict confidentiality. All decisions are final. Calgary Arts Development may screen nominations to verify eligibility.

### **4. Selection Criteria**

The award recipient will be selected based on the following criteria:

*Impact on Industry - maximum of four points*

- How has the nominee made a measurable impact on the organization and artists for which they work?
- How has the nominee's work created new opportunities or innovative approaches given limited resources or budgetary restraints?
- How has the nominee built productive collaborations and partnerships, both internally and externally?
- How has the nominee's work had positive effects that have rippled out beyond the artists and organizations they work for to benefit Calgary's greater arts community?

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*Peer Recognition – maximum of three points*

- Is the nominee appropriate for the Emerging Arts Administrator Award relative to the stage of their career?
- Is the nominee recognized as an outstanding and innovative emerging arts administrator by those in their field or within their organization?

*Dedication to their field – maximum of three points*

- How has the nominee proven their dedication to serving the arts sector, both within and beyond the scope of their primary role, and will they continue to do so for the duration of their career?
- How has the nominee worked to develop their skills to continually grow in their field?

*Special Considerations - maximum of two points*

- Are there any extenuating considerations that are not addressed by the criteria above?

## **5. Notification**

All nominators and nominees will receive acknowledgement of receipt by mail and email and will be notified of whether their applications were successful in advance of the Mayor's Lunch for Arts Champions. The recipient will be asked to keep the status of their nomination confidential until the event and will also be asked to accommodate the filming of a recipient video.

## **6. Deadlines and Delivery**

The deadline for uploading of complete nomination packages is **4:30pm on November 30, 2018**. Complete applications must be submitted online through **calgaryartsdevelopment.com** on or before the deadline. Incomplete or late nominations will not be accepted or considered. If you have nominated someone and did not receive acknowledgement of receipt of notification, please contact Kaley Beisiegel at **kaley.beisiegel@calgaryartsdevelopment.com**.

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**Before submitting your nomination package, ensure that you have prepared:**

- One (1) copy of the nomination form, signed by both the nominee and nominator.
- One (1) copy of a letter of nomination (1,000 words or less) signed by the nominator.
- One (1) copy of a 30-word synopsis of why the nominee has been nominated.
- Up to five (5) pieces of support material demonstrating the work of the nominee and their suitability for this award.

\*Please note that a piece of support material is equal to one piece of the nominee's work, not one digital file. One file containing five different images of an artist's work will be considered as five pieces of support material, not one.

For more information about the Rozsa Foundation Emerging Arts Administrator Award, please email [awards@mayorsslunch.com](mailto:awards@mayorsslunch.com).

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**NOMINATOR**

Name:

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Phone:

Email:

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Mailing Address:

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I Nominate:

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Signature:

Date:

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Printed Name:

Title:

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**NOMINATED ARTS ADMINISTRATOR**

Name:

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Phone:

Email:

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Mailing Address:

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*I agree to be nominated for the above award and understand that, if successful, I will be available to film a recipient video, attend the Mayor's Lunch for Arts Champions and be available for media interviews/photographs following the event. I agree to allow Calgary Arts Development and the Rozsa Foundation the use of photos/video taken before and at the event for promotional purposes.*

Signature:

Date:

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Printed Name:

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