

**ARCUS Project 2008 Ibaraki, Artist-in-residence Program**  
**Application Guideline**

**I. INTRODUCTION**

Artist-in-residence program of ARCUS Project which aims to support the artistic activities of emerging visual artists was launched in 1995 by Ibaraki Prefectural Government as its main organizer. In its 13 years history, ARCUS has invited 67 artists from 22 countries/regions and supported their artistic projects and researches during the residence. A number of previous resident artists are now known as cutting-edge artists in international art scene.

In 2008, ARCUS calls the artist who can think radically, experiment innovative ideas, and work with progressive modes of expression.

**II. ELIGIBILITY**

The Applicant should:

- be an emerging artist engaged in contemporary visual arts or other related fields
- have legal permission to enter Japan
- be in a state of good health and able to carry out daily activities on their own
- have enough English or Japanese language skills to communicate with administration staff and local community
- not be enrolled in educational institution (undergraduate, graduate school etc.) at the time of application and during the residency period.

\*\*To Taiwanese Applicants:

You can also apply to the residence program through Asian Cultural Council (ACC). Please contact with ACC Taipei office for the detail.

ACC Taipei Office  
Asian Cultural Council  
Floor 10-2, 303 Chung-Hsiao E. Road, Sec. 4 Taipei, Taiwan  
Tel: (02) 8771-8836  
Fax: (02) 8771-8844  
E-mail: acctpe@tpts4.seed.net.tw

**III. PROGRAM OUTLINE**

**A. Period of residency**

Mid-August through December, 2008

\*\*The studio will be available to artists for the maximum 4 months period. Artists are expected to be in residence for Open Studio (scheduled around early December). The ARCUS Project Administration Committee will determine the final dates of residency.

**B. Program Provisions**

Each artist is provided with the following support during the residency period.

**1. Studio**

A classroom converted into studio is provided for each artist. The classroom area is 67.5 sq.m.

(W:9m x D:7.5m x H:3.3m) and equipped with internet circuit (no computer) and air conditioner. Fax and telephone (domestic calls only) are available for share at the Studio Office.

\*\*Artists are required to bring / prepare specific tools, equipment, and software necessary for creating their artworks. Although basic tools (ex. drill, screwdriver, hammer, saw etc.) are available, studios are not equipped with professional facilities such as workshop and editing room.

## **2. Accommodation**

Each artist will be provided with a furnished studio-type apartment that includes minimum electric appliances near the studio.

## **3. Transportation fee**

Artist from overseas: Round-trip (discounted economy class) airfare from the airport nearest their home to Narita International Airport is provided.

Artist inside of Japan: Round-trip public transportation fee from the nearest station / airport is provided.

## **4. Allowance**

Artists are expected to be provided with 100,000 yen per month for meals, local transportation, and other basic expenses and 100,000 yen per month for expense related to their artistic activities, including the purchase of materials, tools, research, etc.

\*\*The allowance:

- will be confirmed at the time of invitation
- includes tax and calculated on per diem basis
- will be directly handed to the artist on the designated date every month.

## **5. Insurance**

Artist with foreign nationality will be covered by overseas travel injury insurance (30 million yen in case of death, or up to 2 million yen for medical treatment). Japanese artist will be covered by injury insurance (30 million yen in case of death, or up to 2 million yen for medical treatment). Any past illness, chronic disease, and dental treatment are not covered.

## **6. Studio Office Support**

Studio Office consists of three staff members: director, chief coordinator and technical adviser. They will coordinate meetings with Japanese arts professionals, informants, and interpreters, assist artists in making arrangement necessary for the artwork / art projects, and also facilitate communication with other artists and the local community.

## **7. Catalog**

A catalog will be compiled to document the record of the activities related to ARCUS Project and the artists during their residency.

## **C. Program Requirements**

To participate in the residence program, applicants are required to:

- be motivated in creating artworks / art projects in the ARCUS studio environment, and conducting research and exchange activities in Japan
- present the artwork and / or an outcome of their art project at the end of the program (9 days Open Studio is planned in early December)
- be open to cultural exchange with the local community and other ARCUS residency artists
- participate in official public / community programs including open studio, etc. on the designated dates

\*\*In the ARCUS Project 2008 program, the following activities are tentatively scheduled as official public / community programs:

1. Welcome party (half day)
2. Courtesy visit to the prefectural governor's office (upon arrival half day)

3. Courtesy visit to the mayor's office (upon arrival and departure, half day each)
  4. Press club interview at the prefectural government (half day)
  5. Day trip around Ibaraki sightseeing spots (1 day)
  6. Kids day: visits to the studio by local elementary schools (1 day)
  7. Artist Talk during 23<sup>rd</sup> National Cultural Festival (November, 1 day)
  8. Open Studio (December, 9 days)
  9. Other programs including artist talk, workshop etc. (to be determined)
- \*\*All program details are subject to change.

- follow regulations of the studio building “Moriya Manabi no Sato” regarding smoking, cleaning, etc.
- give first priority to the ARCUS Project during the designated residence period. In case artists are scheduled to participate in other artistic activities and exhibition during the ARCUS residency period, they are obliged to inform the ARCUS Project Administration Committee and obtain consent in advance
- use the studio as the basis of the activities, and notify the Studio Office when leaving studio for certain duration for research purposes accompanying artistic activities
- refrain from carrying out profit-making activities during the program
- cooperate with the Administration Committee for publicity and other activities related to the promotion of the program.

Artist is expected to:

- a) be cooperative interviews and other requests from various media such as newspapers, TV, public relations magazines
  - b) agree that the copyright of all the photos and footage which records the activities during the residency belongs to the ARCUS Project Administration Committee
  - c) be cooperative to requests concerning use of above mentioned photos and footage for the publicity and promotion for the ARCUS Project
  - d) be cooperative to refer to the name of ARCUS Project at the future publicity
- follow the program obligations as listed above, and sign the statement of mutual agreement and points of concern upon invitation. Artists who breach the agreed conditions and obligations may be subject to cancellation of the invitation and all provisions, withdrawal of partial provisions, or refund of allowance and airfare paid in advance, depending on the scope of violation.

#### IV. TO APPLY

1. Visit ARCUS website (<http://www.arcus-project.com>), fill out the **online entry form**, and receive **registration number**.

\*\*Upon the entry, please make sure to print out the confirmation page.

2. Download, fill in the **application form** (CV, Artist Essay, and the List of Works) **in English**, and send it to the ARCUS Studio with following materials.

- a) **Printed sheet of confirmation page** given at online entry
- b) **Materials that show your current and past activities** (instructions follow. Please refer to the last part of the guideline.)
- c) Copy of identification: identification page of passport, or other official identification document with photo
- d) **2 passport size photos** (45mm x 35mm)

\*\*Submitted items will not be returned to the applicant.

\*\*Do not send any extra materials at the time of application. Details of the proposal, catalogs

of the past exhibitions, portfolio etc. as supplementary materials for the screening will be directly requested to the each applicants if necessary by the ARCUS Project Administration Committee.

3. Please send your application to the ARCUS Studio:

**ARCUS Studio**

**2418 Itatoi, Moriya, Ibaraki, 302-0101 JAPAN**

**Tel / Fax: +81-(0)297-46-2600**

**Application Deadline: March 31, 2008**

**\*\*Application must arrive at ARCUS Studio by no later than this date. Applications with postmark dated March 31 are NOT valid.**

**[IMPORTANT]**

- Submitted items will not be returned to the applicant in principle except the additional materials sent upon the committee's request.
- Applicant should make an online entry on ARCUS website, and receive the registration number. Application without registration number will not be accepted.
- Please use the application form downloaded from ARCUS Project website. Any application which fails the requirements stated above will not be accepted. Please read the guideline carefully and abide by the instructions and points of concern (such as number of the images, file size, words limit, etc.). All information should be consistent with the data submitted through online entry.
- No multiple entries, registration numbers, application materials are accepted.
- Application via E-mail or Fax will not be accepted.
- Any application which reaches the ARCUS Studio after the deadline will not be accepted.

**V. SCREENING AND ANNOUNCEMENT**

- The expected number of the artists to be invited is three.
- The screening process will be conducted in two stages, stage 1 and stage 2 (Selection Committee). Applicants who pass the first stage only will be passed through to the Selection Committee.
- The Selection Committee is scheduled for mid-May, 2008.
- The final results will be announced and sent to the applicants by e-mail by the end of June.
- Individual queries concerning the selection process will not be answered.

**\*\*This application guideline is based on the project plan of the fiscal year of 2008. The details of the program are subject to change if necessary.**

**For inquiries, please email or fax to the following:**

ARCUS Studio

Tel/Fax: +81-(0)297-46-2600

Email: [arcus@arcus-project.com](mailto:arcus@arcus-project.com)

URL: <http://www.arcus-project.com>

## Instructions for the materials of current and past activities

The still images of artworks (up to 10) that have been produced in the last one to two years should be submitted in either of the following formats. Please also complete the sheet of "List of Works" (attached to the Application Form) in chronological order (older work first) with the necessary information.

### A. Digital still images on CD-ROM

- Images must be in JPEG format only.
  - Each image should be no larger than 2.0 MB.
  - Each image must be named with the number corresponding to the order of the image on the "List of Works".
  - Write down your name and registration number directly on the disc. Do not use the sticker.
- \*\*When you send more than 10 images, only the first 10 will be viewed.
- \*\*Use only regular-size CD-ROM. Any materials using presentation software such as Power Point and Keynote will not be accepted.
- \*\*Any other electronic media (DVD, USB memory, FD etc.) will not be accepted.

### B. Slides

- Arrange your slides in chronological order (older work first) corresponding with the "List of Works"
  - Write all the information (slide number, your name, and an arrow to indicate the top of the work) directly on the each slide.
- \*\*When you send more than 10 images, only the first 10 will be viewed.

As an **option**, you can include ONE piece of video in the following format, if still images do not suffice to describe your work.

- Send only **one DVD** with a maximum length of 10 minutes.
  - A DVD must be saved in NTSC format with region 2 or regional free, and only contain AUDIO\_TS and VIDEO\_TS folder (standard DVD video).
  - Do not use complicated menus. Make sure a DVD has fast-forward and skip function. The menu must be set up as "play first".
- \*\*Do not send VCDs (video CD), (mini)DV or HDV tapes, Hi-8 or digital Hi-8, DVCPRO or betacam tapes.
- \*\*If the DVD does not play in the machine of the ARCUS office, the material will not be viewed for the selection process.