



Gyo Obata Fellowship

Guidelines for Prospective Host Arts Organizations

2020

PROGRAM OVERVIEW

The Gyo Obata Fellowship is modeled after three long-running and highly successful programs of the Arts and Business Council of New York; the Los Angeles County Arts Fellowship Program and the Getty Foundation Multicultural Fellowship Program. The program will enable the Regional Arts Commission (RAC), with major support from the St. Louis-based Gateway Foundation, to invest in building a more equitable field of arts administration in the St. Louis region by supporting substantive, full-time, summer work opportunities for matriculating college undergraduates from cultural backgrounds that have been traditionally underrepresented in the arts. The ten-week paid summer fellowship program will provide a minimum of ten college students working towards careers in arts administration with a hands-on introduction to arts nonprofits in St. Louis City and County. The program will match undergraduate students from underrepresented backgrounds with energetic and motivated host nonprofit arts organizations, who will guide their professional development through the summer. The program is intended to be mutually beneficial, providing arts organizations with financially subsidized staff to support ongoing operations or address the needs of special projects during the summer months.

PARTNERS

The Regional Arts Commission

The Regional Arts Commission of St. Louis (RAC) is at the forefront of efforts to transform St. Louis into a more vibrant, creative, and economically thriving community by elevating the vitality, value, and visibility of the arts. The largest public funder of the arts in the region, RAC has awarded more than 7,000 grants totaling more than \$100 million to support nonprofit arts, individual artists, cultural organizations, and programs since its founding in 1985.

The Gateway Foundation

Founded in 1986, the Gateway Foundation seeks to enrich life and culture in the St. Louis area by supporting efforts to acquire, create, or improve tangible and durable art and urban design. In 2009, the Foundation's largest project, a two-block sculpture park called Citygarden, opened in downtown St.

Louis in the Gateway Mall. From prominent public sites downtown to community college campuses in St. Louis County, the Foundation has played a prominent role in promoting a wide range of public art projects that enhance the quality of life for St Louis residents.

PROGRAM NAMESAKE

Gyo Obata is an American architect, born in 1923 and raised in San Francisco. His parents were renowned painter, Chiura Obata, and Haruko Obata, an ikebana artist. As Japanese Americans, his parents and siblings were interned during WWII, a fate he avoided by transferring from University of California at Berkeley to Washington University in St. Louis, where he earned his bachelor's degree in architecture in 1945. He later studied under master Finnish architect Eero Saarinen at the Cranbrook Academy of Art in Bloomfield Hills, Michigan, receiving his master's degree in architecture and urban design in 1946.

In 1955, he co-founded the global architectural firm, HOK (formerly Hellmuth, Obata + Kassabaum) in St. Louis. Notable projects include the McDonnell Planetarium at the Saint Louis Science Center, The Abbey of Saint Mary and Saint Louis, the National Air and Space Museum in Washington, D.C., and the Japanese-American National Museum in Los Angeles.

PROGRAM DESCRIPTION

The Gyo Obata Fellowship was developed to invest in building a more diverse, inclusive, and racially equitable field of arts administration. Learning from similar programs in New York and Los Angeles, the program will provide students working towards careers in the arts with a hands-on introduction to the arts nonprofit sector in St. Louis. The Gyo Obata Fellowship will match undergraduate students from underrepresented backgrounds with energetic and motivated host arts organizations and nonprofit arts leader mentors who will help guide students' personal professional growth throughout the summer.

The Gyo Obata fellows will be carefully selected from a competitive pool of students and granted paid, full-time, ten-week-long fellowships at arts organizations based in St. Louis. Students will gain meaningful on-the-job training and experience working in local nonprofit arts organizations, while assisting arts organizations in fulfilling their missions.

To ensure an immersive and well-rounded experience, the summer fellowship will include:

- Full-time work placement at a St. Louis arts nonprofit
- Summer stipend
- Transportation stipend
- Weekly group site visits to all fellow host sites
- Monthly professional development workshops and cultural outings

RAC will establish a committee of community volunteers, led by at least one RAC Commissioner, to advise in the development of the program and selection of the host nonprofit arts organizations and the fellows.

FELLOWSHIP PROJECTS

The ideal fellowships are those that have a beneficial impact for the hosting organization and a positive learning experience for the student. The Gyo Obata Fellowship will offer eligible students experience in key areas of arts management, such as fundraising, financial management, marketing, or programming. In considering what makes a meaningful fellowship project, host organizations will consider projects, duties, or other activities that are important to their organization while assisting the fellow in developing practical, work-related skills. Matches between fellows and host organizations are based on merits of your proposed project, and the talents and interests of fellow applicants.

HOST REQUIREMENTS AND ELIGIBILITY

To host a fellow, host applicants must fulfill the following criteria:

- Be a 501(c)(3) nonprofit arts organization located in St. Louis City and County
 - Organizations can include museums, visual arts organizations, performing, presenting (including film and media organizations with a presenting program), arts service and literary arts organizations that are not part of a college or university.
- Have a budget with an annual operating income of \$100,000 or more.
- Have a minimum of one full-time staff member
- Have a dedicated and accessible office space with furniture and adequate business machines, such as computers, copy machines, etc.
- Does not receive funding from the Zoo Museum District (ZMD)

Successful host candidates also should be able to demonstrate:

- A commitment to cultural equity in the arts
- A proposed arts management project that is challenging and substantive and not only clerical in nature
- A positive and supportive working and learning environment

STUDENT ELIGIBILITY

Fellowships are open to students currently enrolled in any bachelor's degree-seeking program of an accredited college or university in the greater St. Louis area or St. Louis City or County residents who are enrolled in an accredited college or university outside of the St. Louis area. Students must be

entering their third or fourth year of undergraduate studies or have at least 60 credit hours from an accredited college or university. Students must also be able to legally work within the United States.

The Gyo Obata Fellowship is designed to promote and advance diversity in the field of arts management and thus seeks candidates from backgrounds traditionally underrepresented in arts leadership. In its review of candidates, the Regional Arts Commission will give preference to these applicants.

The Regional Arts Commission considers historically underrepresented groups in the arts based on race/ethnicity, socioeconomic status, disability, sexual orientation, gender, gender identity, citizenship status, or religion.

NONPROFIT ARTS ORGANIZATION HOST SELECTION PROCESS

The Regional Arts Commission selects both student and arts organization participants through a competitive application, screening, and selection process. RAC matches students with host organizations based on students' interests and related experience/skills as they relate to the host organizations' proposed project. The selected host organizations will have an opportunity to rank the students, which will influence their placement.

Host organizations, representing a diverse cross-section of the St. Louis nonprofit arts community, are selected based upon the scope of their projects and the existence of a supportive environment in which the fellow can gain experience in arts management.

Nonprofit arts organizations must apply by the January 15 deadline. Applicants will receive an e-mail confirming receipt of a completed application packet. Nonprofit arts organization applicants selected for an interview will be notified (either via phone or e-mail) about scheduling an interview with the Regional Arts Commission staff, if necessary. Interviews may take place at arts organizations to allow for a preliminary site visit and assessment of the applicant as potential host. All applicants will be notified, in writing, of the status of their application to the program.

SCHEDULE

The 2020 program dates are Monday, June 1 to Friday, August 7, 2020. All fellows work full time, for ten weeks at their respective arts organizations. Specific daily work schedules will be set by individual host organizations and communicated to the Fellows during the matching process. This schedule must be re-communicated to the Fellow and RAC on or before their first day of work and remain constant and consistent throughout the ten-week Fellowship.

There is an expectation that Fellows will miss no more than three days (approximately 24 hours) of work during the ten-week Fellowship for vacation, sickness or bereavement. If more than three days of work are missed, they will need to be made up at a time that works for both the host organization and the Fellow. The Fellow may be paid for up to three days of missed work for vacation, sickness or

bereavement. Any days above and beyond three are to be made up on a future date(s). If a Fellow misses more than three days and does not make them up, the host organization is not required to pay them for that time, but this must be clearly communicated to RAC and the Fellow. If the Fellow plans to miss work for a vacation during the Fellowship, these dates should be communicated with the RAC and their supervisor at the start of the program.

Gyo Obata Fellows may work a part time job during the ten-week Fellowship, but this commitment needs to be communicated to RAC and their supervisor. The Gyo Obata Fellowship should be the Fellows' first priority and Fellows must schedule their part time job around their Gyo Obata Fellowship schedule.

Fellows must be free to attend scheduled program events (see Additional Activities below), which occur approximately once per week, usually in the late afternoon/early evening. These activities are to be included in the Fellow's work schedule and they should be paid by the host nonprofit for this time.

ADDITIONAL ACTIVITIES

Opening and Closing Ceremonies

All fellows and their host organization supervisors are required to participate in an opening breakfast at the start of the program on Monday, June 1, 2020 from 8:30 – 10 a.m. and a closing lunch at the end on Friday, August 7, 2020 from 11:30 – 1 p.m.

Site Visits

During the fellowship program, fellows attend site visits to all participating host organizations to learn more about the work of their peers and experience the mission, programming, and infrastructure of a broader cross-section of St. Louis arts organizations. Site visits may take the form of tours, performances, workshops, panel discussions with staff, or whatever the fellow and host organization feel best conveys the mission and work of that organization. Each fellow will work in collaboration with their supervisor to plan and host the site visit at their host nonprofit arts organization. The site visits usually take place on weekday afternoons.

Professional Development and Cultural Experiences

An important part of the fellowship experience will be attending professional development and cultural events that increase their learning and give them a greater sense of the diversity of arts activities offered in the region. Fellows are required to participate in these activities and are also encouraged to independently arrange their own outings outside of work to enhance their learning experiences.

PAYMENT

RAC will provide host arts organizations with budgets under \$200,000 with \$4,500 and organizations with budgets over \$200,000 with \$3,500 to offset the costs of hiring a fellow. It is the responsibility of

the host organization to hire and pay the fellow a stipend of \$4,000 for the ten-week program. Your organization can choose to pay out the \$4,000 stipend through company payroll, or as a separate stipend payment. Individual work and payment schedules will be determined by the host and communicated to the fellow prior to the start of the program.

The fellow will be held to the same personnel policies as the organization's staff. If free parking, parking stipend or transit stipend is provided to the host nonprofit arts organization staff, the same accommodations must be made for the fellow. If the office is closed for a holiday or other reason and staff are not required to work and are being paid for this closure, the Fellow must also get this benefit. RAC will provide a \$300 transportation stipend directly to each Fellow to help cover the costs associated with attending the site visits, professional development and cultural events.

SUPERVISOR RESPONSIBILITIES

The host nonprofit must assign one primary supervisor to the fellow. This supervisor will play the role of work planner, trainer and mentor. The Gyo Obata Fellowship requires each supervisor to:

- Attend a program orientation before the program kicks off.
- Attend kickoff and closing ceremonies.
- Serve as a mentor to the organization's fellow.
- Assist and support the fellow in planning the site visit for the cohort of fellows.
- Participate in an evaluation of the fellow and the fellowship program at the end of the summer.

EVALUATIONS

RAC has developed a logic model that will enable it to project practical, achievable but aspirational outcomes for the program. With a three-year trajectory, the evaluation process identifies the first-year class as a cohort whose advancements in the field will be tracked as they continue their college education, graduate and hopefully seek and find employment in the field of arts administration.

Host organization supervisors will be expected to meet regularly with fellows during the ten-week fellowship to define, review, and evaluate project and personal goals. Supervisors are highly encouraged to provide substantive and constructive feedback throughout the fellowship period. Additionally, host organizations and fellows will each be required to complete midpoint check in with the program coordinator and final evaluation surveys distributed by RAC to assess the program.

Each year following the program, efforts will be made to contact Fellowship graduates, interview them to determine if and how the Gyo Obata Fellowship experience is making positive impacts on their lives.

TIMELINE

November 21, 2019 – January 13, 2020 – Host Nonprofit Arts Organization Application Open

December 18, 2019 – February 19, 2020 – Fellowship Application Open

January 13, 2020 – Host Nonprofit Arts Organization Application Due

January 14 – February 14, 2020 – Review Host Nonprofit Arts Organization Applications and Select Hosts

February 19, 2020 – Fellowship Application Due

March 20, 2020 – Sign MOUs/Contracts with selected Host Nonprofit Arts Organizations

February 20 – March 20, 2020 – Review Fellowship Applications, Interview Finalists

April 3, 2020 – Notification to Selected Fellows and Hosts (Placement of Fellows at Hosts)

Early-May – Supervisor Orientation & Training

Late-May – Fellow Orientation & Training

June 1 – Fellowship Begins

August 7 – Fellowship Ends