



Gyo Obata Fellowship

Guidelines for Prospective Host Arts Organizations & Fellows

2021

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 college undergraduates from backgrounds that have been traditionally underrepresented in the arts.

The ten-week paid summer fellowship program will provide a minimum of ten college students with a hands-on introduction to arts nonprofits in St. Louis City and County. The program will match undergraduate students from backgrounds that are underrepresented in arts administration with 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

As the leading public catalyst for arts and culture in St. Louis, the Regional Arts Commission (RAC) leverages the power of creativity to strengthen and enrich our community. Established in 1985, RAC has awarded more than 7,000 grants totaling more than \$100 million to support nonprofit arts, individual artists, cultural organizations, and programs that bring vibrancy to the St. Louis community.

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 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 backgrounds that are underrepresented in arts administration with energetic and motivated host arts organizations who will help guide students' 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*

FELLOWSHIP PROJECTS

The ideal fellowships are those that have a mutually beneficial impact for the host organization and a positive learning experience for the student. The Gyo Obata Fellowship will offer selected students experience in key areas of arts management, such as fundraising, financial management, marketing, or programming. In considering what makes meaningful fellow 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 the 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. and/or be able to provide them with the office equipment needed for the Fellow to work remotely*
- Does not receive funding from the Zoo Museum District (ZMD)

Successful host candidates also should be able to demonstrate:

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

COVID-19 Health & Safety Criteria

All host organizations must have completed the Missouri ArtSafe Certification no later than April 2021. All Fellows must adhere to the ArtSafe Certification plans provided by the host organizations. This includes site visits to the host organization sites throughout the program.

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, have at least 60 credit hours from an

accredited college or university, or have graduated within a year of the program start date. 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 administration. 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.

SELECTION PROCESS

The Regional Arts Commission selects both student and arts organization participants through a competitive application, interview, 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 projects. The selected host organizations and the students will have an opportunity to rank their project/student preference, which will influence the Fellow's placement.

SCHEDULE

The 2021 program dates are Wednesday, June 2 to Wednesday, August 11, 2021. 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 before 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. These activities are to be included in the Fellow's work schedule and they should be paid by the host nonprofit for this time.

SUPERVISOR RESPONSIBILITIES

The host nonprofit must assign one primary supervisor to the fellow. 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.

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 Wednesday, June 2, 2021 from 8:30 – 10 a.m. and a closing lunch at the end on Wednesday, August 11, 2021 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, but some may take place during evening hours.

Professional Development and Cultural Experiences*

An important part of the fellowship experience will be attending one professional development and one cultural event 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. As a part of the onboarding process, the host organization must clearly explain how their fellow will be paid and what tax implications that will have for them. 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 \$200 transportation stipend directly to each Fellow to help cover the costs associated with attending the site visits, professional development and cultural events.

EVALUATIONS

RAC has developed a logic model that will enable it to project 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

Host Nonprofit Arts Organizations chosen for the 2020 Fellowship are deferred to the 2021 program due to COVID-19 restrictions for 2020 program.

December 10, 2020 – February 16, 2021 – Fellowship Application Open

March 22, 2020 – Sign MOUs/Contracts with selected Host Nonprofit Arts Organizations

February 16 – March 19, 2021 – Review Fellowship Applications, Interview Finalists

April 9, 2020 – Notification to Selected Fellows

April 30 – Placement of Fellows at Hosts

Gyo Obata Fellowship at the Regional Arts Commission

Early-May – Supervisor Orientation & Training

Late-May – Fellow Orientation & Training

June 2, 2021 – Fellowship Begins

August 11, 2021 – Fellowship Ends

**The 2021 Gyo Obata Fellowship Program may at any point be altered due to COVID-19 restrictions at the discretion of the Regional Arts Commission. This may include but is not limited to: shifting to remote-based work and activities, altered work hours, shortened and/or altered programming, change in Host or Fellow selection, elimination of large gatherings, elimination of social events, and cancelation of program.*