

TCG • OBSERVERSHIP PROGRAM 2009

Observerships enable artistic or management personnel at TCG member theatres to travel for purposes that will broaden their exposure to the field and aid in their professional growth. All Observership proposals and applications are reviewed and selected by an independent panel comprised of theatre professionals from across the U.S. Recipients in the 2008 round may not reapply until 2010. The postmark deadline for Observership proposals is November 3, 2008. Proposed travel for Observerships must occur between February 1, 2009 and December 31, 2009.

The guidelines and application are also available online.
www.tcg.org

ELIGIBILITY

● Eligibility is limited to key artistic and administrative personnel who hold salaried positions at TCG member theatres. The Observership Program is open only to TCG member theatres that are current on dues payments. No theatre will be awarded more than one Observership in a two-year period.

GUIDELINES

● Applications must be completed by the traveler. Applicants should present a clearly focused, detailed narrative and an itinerary designed to broaden the observer's understanding of specific aspects of their profession. Proposed travel should benefit both the individual and his/her theatre. Up to two staff members may travel together on the same Observership. TCG especially encourages applications from theatres with limited financial resources and from theatres located in geographically isolated areas.

The proposed trip must be a minimum of one business week in duration and include visits to no fewer than two theatres. Trips beyond the minimum duration are encouraged and preferred. Proposals that request support for activities that are part of the theatre's normal operations and for attending conferences are outside the purview of the TCG Observership Program and cannot be considered.

APPLICATION PROCESS

Please use the enclosed application form. **THE POSTMARK DEADLINE IS NOVEMBER 3, 2008.** All applications must be approved and signed by the artistic or management leader of the applicant's theatre. A complete proposal includes the original and one copy of the application form and two copies of the following materials:

- a copy of the applicant's resume or bio (not to exceed two single-sided pages per traveler);
- the theatre's mission and organizational history (not to exceed one single-sided page);
- a list of principal artistic and administrative staff by name and title that indicates whether they are full- or part-time employees (not to exceed one single-sided page);
- a listing of the current season, including play titles, playwrights, directors, designers, dates and venues to be used;
- and the Financial Information Form.

Applications submitted by fax will not be accepted. All materials must be on 8.5" x 11" paper, in a font no smaller than 11-point Times New Roman. Please use the space provided in the application form. Additional pages will not be forwarded to the panel. There must be two copies of the application, single-sided and unstapled. Additional material will not be accepted.

FUNDING

A maximum of \$2,000 in transportation and per-diem funds will be awarded for each Observership based on the duration of the trip and on geographical considerations. Reimbursement is made to the theatre or traveler after the trip is finished, and is contingent upon TCG's receipt and acceptance of completed Narrative and Financial Report Forms; these forms are due within four weeks of the end of the trip. **Only original transportation receipts will be accepted for reimbursement.**

Transportation funds cover actual inter-city costs; per-diem allowance may include meals and lodging. TCG's share of these costs will not exceed the amount of the award. Reimbursement of inter-city transportation costs is based on the least expensive available airfare (usually economy class, nonrefundable round-trip tickets). The per-diem allowance will be reimbursed at a rate not to exceed that set by the federal government for daily travel stipends. The current per diem rates can be found on the internet by going to www.gsa.gov/perdiem. A link to this website can also be found by going to the Observership program guidelines page on the TCG website. Train, bus, compact rental car or personal car at 44.5¢/mile may be substituted where accessibility requires it or where it is less expensive. In cases where a car is used by preference of the traveler, TCG will reimburse either the actual cost or the equivalent airfare, whichever is less. Auto rentals expressly for travel within a city must be applied to the per-diem allowance and are not considered inter-city transportation costs.

SELECTION PROCESS

In reviewing the applications, the independent national panel will consider the following criteria:

- merit of the proposed travel and benefits for the initiating theatre and the individual(s);
- ability to carry out the proposed travel;
- financial need of the theatre.

Applicants should fully address all of the above criteria.

DEADLINE

THE POSTMARK DEADLINE IS NOVEMBER 3, 2008.

Applicants will be notified the week of January 26, 2009.

MELANIE JOSEPH, producing artistic director of **The Foundry Theatre** (New York, NY) will travel to Sao Paulo, Brazil and visit Antonio Araujo and his company Teatro da Vertigem. While there, she will observe the company as they develop the material Mr. Araujo and Ms. Joseph created during his two-week residency at The Foundry in August 2007.

Imagination Stage (Bethesda, MD) artistic director **JANET STANFORD** will visit two festivals in Denmark in order to learn about assessment tools, and utilize them at their 2010 Conference in Washington, DC. She will also discuss bringing the organizers to Imagination Stage to present their plays and for possible collaborations.

MARCELLA KEARNS, education director at **Milwaukee Shakespeare** (Milwaukee, WI), will visit three theatres, **Chicago Shakespeare Theater**, **Georgia Shakespeare** (Atlanta, GA) and the **Alliance Theatre** (Atlanta, GA). During her visits she will study models of education departments to compare teacher training on Shakespeare and collaborations with local educators on in-school instruction and curriculum.

New York Theatre Workshop manager of government & foundation relations **HEATHER COHN** will visit two LEED-certified green theatres - **Portland Center Stage** (Portland, OR) and **Theatrical Outfit** (Atlanta, GA) - in order to gain a deeper understanding of the process of building green, as well as what challenges and opportunities exist in terms of fundraising for green capital projects.

Northern Stage (White River Junction, VT) artistic director **BROOKE CIARDELLI** and producing director **CATHERINE DOHERTY** will visit approximately 10 theatres throughout the East Coast to view theatres that are similar to one they hope to build within the next few years. At each theatre, they will study physical layout, how technical needs are met, how seating is arranged, how administrative offices are laid out and what ancillary services are available.

DONALD W. KING, artistic and executive director, and **MEGAN SANDBERG-ZAKIAN**, associate director, of **The Providence Black Repertory Company** (Providence, RI) will travel to see a play they developed along with the **Rites and Reason Theatre** (Providence, RI), *The Ballad of Emmett Till*, to be produced by the **Goodman Theatre** (Chicago); as well as take inspiration from Chicago's other innovative theatres, and examine the factors that have made Chicago a "theatre destination."

RECIPIENTS
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PROGRAM
2008



Theatre Communications Group (TCG), the national organization for the American theatre, offers a wide array of services in line with its mission: to strengthen, nurture and promote the professional not-for-profit American theatre. Artistic Programs support theatres and theatre artists by awarding \$3 million in grants annually, and offer career development programs for artists. Management Programs provide professional development opportunities for theatre leaders through workshops, conferences, forums and publications, as well as industry research on the finances and practices of the American not-for-profit theatre. Advocacy, conducted in conjunction with the dance, presenting, opera and symphony orchestra fields, includes guiding lobbying efforts and providing theatres with timely alerts about legislative developments. The country's leading independent press specializing in dramatic literature, TCG's publications include AMERICAN THEATRE magazine, the ARTSEARCH employment bulletin, plays, translations and theatre reference books. As the U.S. Center of UNESCO's International Theatre Institute, a worldwide network, TCG supports cross-cultural exchange through travel grants and other assistance to traveling theatre professionals. Through these programs, TCG seeks to increase the organizational efficiency of its member theatres, cultivate and celebrate the artistic talent and achievements of the field, and promote a larger public understanding of and appreciation for the theatre field. TCG serves over 470 member theatres nationwide.