

# **HANDBOOK**

## **Resident Artist Membership 2025-2026**

### **Congratulations on your acceptance to the New Resident Artist Membership Program!**

The Resident Artist Membership is a year-long opportunity for 4 Long Island Based visual and interdisciplinary artists to develop their craft at the Art League of Long Island, and to become a leader in a community that has thrived for over 60 years. **This Membership begins on 9/1/2025 and ends on 8/31/2026.**

Your participation in this program affords you the opportunity to utilize our state of the art studios, and extensive offerings of classes to expand your skill set. The Resident Artist Membership is a self-guided program based on independent study and a dedication to progressing in professionalism in each participant's individual artistic practice. Selected Resident Artist Members will be expected to take on a leadership role in community building at the Art League and integrate with our student body. The program will culminate in the opportunity to teach a One Day Workshop that is open to the general public.

The purpose of this handbook is to expand upon procedures relating to the following benefits and requirements of the resident Artist Membership:

- I. Resident Artist Member Binders**
- II. 50 free hours of class time per semester**
- III. Opportunity to teach a One-Day Workshop in the Fall of 2026**
- IV. Unlimited use of available studios**
- V. Access to the Lorraine Graves Grace Memorial Library** of over 2,500 art books
- VI. Promotion of you and your work on the Art League website and social media-**
- VII. Requirements of Resident Artist Members**
  - A. Volunteer at the Art League for a minimum of 6 hours per month**

## **I. Resident Artist Member Binders**

Each Resident will be issued a binder that contains all the material needed to track and log registrations, class hours, volunteer hours, blog posts etc. This must be kept in the Art League business office.

Each Binder Contains:

- Class Registration Log (by semester)
- Class Hours/Attendance Log (one per course)
- Requirements Log (by semester)

Every effort must be made to maintain these records accurately. Failure to do so may jeopardize your placement in the residency.

- II. **50 free hours of class time per semester**- Participants will be able to attend up to 50 hours of instructed class time at no cost each semester for the duration of the Artist Resident Membership. Classes must reach minimum enrollment, and may not exceed maximum enrollment in order to be eligible for this offer. Resident Artist Members will be required to pay in full for additional instructed class time hours that exceed the 50 hours per semester. These hours do not roll over from one semester to the next.

### **Process for Enrollment:**

Class schedules should be discussed and finalized with Ersule Metelus.

Payments for class hours beyond your allotted 50 hours will be due at the beginning of the course with the overage.

When registering for a class you must track your registration in your Resident Artist Membership Binder on the **Class Registration Log** in order to track your registrations and class time hours.

### **Hours/Attendance:**

Your class hours should be documented on the **Class Hour/Attendance Log** for each session you attend. This log requires the signature of the instructor at the end of every session you attend. All sessions of multi-session classes should be documented on the same Class Hour/Attendance log. For example, all sessions of Amy Tischler's Beginner & Beyond Sept/Oct class should be listed on one sheet, and you would start a new sheet for her Nov/Dec session. Class hours do not roll over from one semester to the next. If you don't use them, you lose them!

- III. **Opportunity to teach a One-Day Workshop in the Fall of 2026-** Use the education during your year of study at the Art League to design a one-day workshop that expresses your point of view and strengths as an artist through teachable skills!

The final benefit of your relationship to the Art League as a Resident Artist Member will be the opportunity to build your teaching portfolio by volunteering to teach a one day workshop in the summer immediately following the end of your residency. Final course proposals for Fall 2024 workshops will be due by 5/31/2026.

Something to keep in mind as you begin to navigate your residency with the goal of teaching in mind- Strong workshops tend to have the following:

- A clear audience (age, skill level, etc)
- Defined goals (medium exploration, fulfillment of specific project, fulfills a need in the community etc)
- A sense of the artist's point of view- can the audience get a sense of what makes your practice unique or exceptional?

IV. **Unlimited use of available studios**

Resident Artist Members may take advantage of studios at the Art League when they are not being utilized for regularly scheduled classes. Use of specialty studios, such as ceramics and jewelry may require training before independent use. Studio time should be scheduled with Meagan Moore as to not encounter conflicts with special events, closures, and rental that occur outside of regularly scheduled classes.

Resident Artist Members will be given access to the master class calendar to assess times independent studio time may be scheduled.

Resident Artist Members are responsible for cleaning their workspace and being out of studios promptly on time.

V. **Access to the Lorraine Graves Grace Memorial Library** of over 2,500 art books.

The Lorraine Graves Grace Art Research Library is open to Art League members, students, and faculty only. No books may be removed from the premises

VI. **Promotion of you and your work on the Art League website and social media-**

The Art League will host a landing page to promote your artistic practice (and required blog) on the Art League website. Only social media accounts or websites relating to your artistic practice will be posted. See section VII (B) for full social media and blog requirements and restrictions.

VII. **Free entry into the annual Member's Exhibition at the Jeanie Tengelsen Gallery.**

All Resident Artists will be guaranteed acceptance into this yearly exhibition at no charge.

VIII. **Group Strolling Gallery Exhibition**

Resident Artists will be able to create a group show to be exhibited in the Art League's Strolling Gallery.

## IX. **Requirements of Resident Artist Members**

- A. **Volunteer at the Art League for a minimum of 6 hours per month-** There are some required volunteer projects scheduled for your residency, as well as opportunities to build your own volunteer projects as well. You may pitch new ideas for creating volunteer projects as well.

Resident Artist Members must take an active role in the Art League community through volunteer hours. These Volunteer projects must be approved by Art League staff, and logged in the **Requirement Log** in your Resident Artist Binders.

Aside from required volunteer projects, there are several other ways you can meet your volunteer criteria outside of the required projects for your residency:

### **Hanging Shows in the Gallery**

Contact the Art League's Gallery Coordinator Sue Peragallo at [gallery@artleagueli.org](mailto:gallery@artleagueli.org) in order to get involved with hanging the shows in the Jeanie Tengelsen Gallery. This is a valuable learning opportunity for any artist.

### **Business Growth and Management**

The Art League has a number of projects in our office that could be taken on and applied toward your volunteer hours. Contact our Executive Director Marianne Della Croce ([mdellacroce@artleagueli.org](mailto:mdellacroce@artleagueli.org)), or Assistant Director of Art Education Programs Ersule Metelus ([emetelus@artleagueli.org](mailto:emetelus@artleagueli.org)) to get involved.

### **Marketing/Design**

Contact our Marketing Coordinator Amy Tischler at [jalessio@artleagueli.org](mailto:jalessio@artleagueli.org) for specific marketing projects, such as designing flyers, and helping with promotion of our programs.

If you have an idea about how to contribute to the culture and community of the Art League that is not listed above, feel free to approach Marianne Della Croce, Executive Director,, with your ideas.

As you begin your residency, you are free to post about your work in classes, exhibitions, and at events on your personal social media pages. Please adhere to the Art League's official social media policies:

### **Social Media**

Rules and regulations regarding the use of Web logs, blogs, social media, and social networking sites such as, but not limited to, LinkedIn, Facebook, and Twitter, and Blogs have been established. When a Resident Artist Member chooses to engage in the use of social media and partake in publication of personal thoughts, it is important to keep in mind the following as it pertains to the Art League's products, reputation, policies, procedures and employees.

## **Social Media Participation Guidelines**

The Art League encourages communication among its employees, customers, partners, and others. These Guidelines set forth the Art League's policies and procedures for Resident Artist Member participating in social media of various kinds (Art League hosted and external), including, without limitation, Web logs ("blogs"), social networks, discussion forums, wikis, video, and other social media such as Twitter. These Guidelines should be read in conjunction with any existing Art League workplace policies and procedures as may be in effect from time to time, including, without limitation, any and all codes of conduct, disciplinary guidelines, or IT protocols.

### **General Application**

These Guidelines apply to:

- Blogs, wikis, forums, and social networks hosted or sponsored by the Art League;
- Personal blogs that contain postings about the Art League's business, products, employees, customers, partners, or competitors;
- Resident Artist Member postings about the Art League's business, products, employees, customers, partners, or competitors on external blogs, wikis, discussion forums, or social networking sites such as *Twitter*;
- Resident Artist Member participation in any video related to the Art League's business, products, employees, customers, partners, or competitors, whether a Resident Artist Member creates a video to post or link to on his/her blog, a Resident Artist Member contributes content for a video, or a Resident Artist Member appears in a video created either by another Art League employee or by a third party.

Even if a Resident Artist Member's social media activities take place completely outside of work, what a Resident Artist Member says can have an influence on his or her ability to conduct his or her residency responsibilities, and the Art League's business interests.

### **Objectionable or Inflammatory Content**

A Resident Artist Member may not post anything that is false, misleading, obscene, defamatory, profane, discriminatory, libelous, threatening, harassing, abusive, hateful, or embarrassing to another person or entity. Make sure to respect others' privacy.

### **Opinions**

Resident Artist Members are not official spokespersons for the Art League. Make it clear that your opinions are your own and do not necessarily reflect the views of the Art League. For this reason, Art League Resident Artist Members with personal blogs that discuss the

Art League's business, products, employees, customers, partners, or competitors should include the following disclaimer in a visually prominent place on their blog:

*"The views expressed on this [blog; Web site] are my own and do not necessarily reflect the views of the Art League."*

Similarly, if a Resident Artist Member appears in a video, a Resident Artist Member must preface his or her comments by making it clear that he or she is not an Art League spokesperson and his or her opinion does not necessarily reflect those of the Art League.

### **Anonymous Posts**

While a Resident Artist Member is not an official spokesperson, his or her status as an Art League Resident Artist Member may still be relevant to the subject matter. A Resident Artist Member must identify him or herself as such if failing to do so could be misleading to readers or viewers. Whenever a Resident Artist Member blogs about Art League-related topics or providing feedback relevant to the Art League to other blogs or forums, a Resident Artist Member must identify him or herself as an Art League Resident Artist Member.

I understand the requirements of participating in the Resident Artist Membership (9/1/2025-8/31/2026) at the Art league of Long Island. I understand that if the guidelines for registration and/or requirements for Resident Artist Member are not met this offer may be rescinded, and the privileges outlined in this handbook may be revoked. I have read and understand the Social Media Guidelines and how to apply these policies in the creation of my blog. I understand that the Resident Artist Membership does not include private studio space or art materials. The Art League reserves the right to revise or make changes to the program without notice based on the business needs of the organization and as the program evolves. By signing this form I confirm my participation in the Resident Artist Membership program and confirm that I have paid the non-refundable Membership Fee of \$300.00 by the deadline of 8/11/2025.

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(Print)

(Sign)

(Date)