



**Raleigh
Arts**

Performing Arts Creative Education Fellowship

Deadline to apply: April 20, 2025 by 11:59pm

Apply online here: <https://raleigharts.slideroom.com/#!/permalink/program/83551>

Introduction

The City of Raleigh is seeking a creative professional to serve as the Performing Arts Creative Education Fellow. The Fellow will identify opportunities to expand performing arts education opportunities in the City of Raleigh and build bridges between residents and local artists.

Background

The City of Raleigh's community centers and public facilities are able to host arts education programs that are accessible to a wide range of ages and skill levels, fostering creativity, building community, and providing a space for self-expression regardless of prior experience. Yet, the City has recognized gaps in the arts education and experiences that it offers. Specifically, there are limited opportunities to access low-cost beginner or skill progression programs in the **performing** arts. There is, however, a large community of local arts education groups, teaching artists, and arts educators who are interested in creating programs for the community, as well as ample alternative spaces to provide this programming.

Project Overview

Working with Raleigh Arts, the Office of Strategy and Innovation, and Parks Recreation and Cultural Resources, the Fellow will leverage local talent, arts organizations, public facilities, and community input to develop innovative strategies to embed the performing arts education throughout the City.

Fellowship Goals and Opportunities

- Celebrating the creativity of our community. Raleigh is a city of innovators, creatives and artists.
- Be a creative strategist and advisor to assist the City in identifying opportunities to partner with performing arts and arts education organizations to help embed them in community centers and expand arts education opportunities.
- Create new connections within the arts community and work with a broad range of partners to ensure opportunities benefit artists, organizations, and residents.

- Identify opportunities to pay arts education groups, teaching artists, and/or arts educators to provide educational programming.
- Pilot a variety of programs that expand the opportunities for performing arts education experiences in the City's community centers and other public facilities.
- Develop recommendations for continued performing arts education programming in the City.

Scope of Services

A one-year Fellowship with Raleigh Arts, Parks, Recreation and Cultural Resources, and the Office of Strategy and Innovation to research, identify, and advance opportunities to expand the performing arts education in City of Raleigh community and neighborhood centers, parks, and public spaces. The Fellowship will include the following phases: Research & Community Engagement, Concept Development, Piloting, and Final Deliverables.

Key Responsibilities of the Fellow include:

- Spend ~40 hours per month on Fellowship duties.
- Meet every other week with the Raleigh Arts staff and participate in other meetings with City staff in different facilities and departments.
- Research models for performing arts education and skill-progression education programs.
- Create a list of comparative arts education programs in other areas to identify creative solutions and models that work in Parks and Recreation settings.
- Research best practices for how other cities and Parks departments engage with arts partners (e.g. Cary, North Carolina).
- Prepare a fellowship plan within the first two months, which will be approved by the Arts Commission.
- Develop relationships with local arts performance and education organizations, teaching artists, and other arts groups.
- Facilitate conversations with stakeholders as part of community engagement.
- Identify what local community center staff have the capacity to implement and barriers to participation.
- Explore traditional, informal, and experiential arts education programming.
- Help develop a program with arts education organizations; developing marketing materials, FAQs, web content, applications, MOUs, and guidelines to manage and promote the program.
- Pilot new programs in different parts of the City. (The Fellow will not teach classes or workshops for the public.)
- Recommend structures for hiring artists and arts organizations to produce a wide variety of programs.
- Make recommendations about a shared resources approach for community centers.
- Develop recommendations for performing arts education opportunities in a variety of community settings in the City for participants of all ages.
- Submit report during final month of Fellowship and present findings and recommendations to the Raleigh Arts Commission.

The City will provide:

- A dedicated staff member from Raleigh Arts and from Parks-Recreation to meet with the artist every other week (or more as needed for additional support).
- There is the potential for a desk or office space.
- This Fellowship does NOT include housing.

Eligibility

1. This opportunity is open to individuals and teams **who live or work in North Carolina**.
2. Applicants must be legally authorized to work in the United States and have unexpired documents that establish employment eligibility.
3. Applicants must have at least five years demonstrated experience in arts education teaching and/or program coordination in a performing arts-related discipline.
4. Arts educators, teaching artists, and program managers interested in research, experimenting with programming in different mediums and for participants of varying experience, and actively engaging with community members are encouraged to apply.
5. Fellow may be required to pass a background check and Controlled Substance Test as part of onboarding

Budget: \$25,000

The Performing Arts Creative Education Fellow will be hired as an independent contractor and funding covers approximately 40 hours of work per month for the year. Funds for arts education pilots, community events and/or supplies will be handled separate.

Selection Criteria and Process

Applications submitted in response to this RFQ will be reviewed by City of Raleigh staff, who will evaluate the qualifications of applicants based on their program development and coordination skills, experience with arts education and community engagement, or other relevant professional experience, as it aligns with the goals and responsibilities of the Fellowship.

Project Timeline

RFQ Application Deadline	April 20th, 2025 at 11:59pm
Semi-Finalist Selected & Notified:	By April 30, 2025
Semi-Finalists Interviews	May 2025
Project Awarded	May 2025
Under Contract	May 2025 - June 2025
Fellowship	July 2025 - June 2026

How to Apply

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Those wishing to be considered must submit the following materials:

1. Statement of Interest

A statement, outlining your interest in this Fellowship and your experience as it relates to this Fellowship's roles and responsibilities. Consider outlining program coordination and development experience, prior completed arts education projects in nontraditional settings and formats such as experiential, informal and/or pop-up initiatives, expertise in one or more performing arts disciplines (dance, film, music, theatre, etc.). Include how your work and experience will complement this Fellowship. (1000 words or less)

2. Resume

3. Three Professional References

Contact information for three references should be submitted, including name, title and affiliation, phone number and email address. References should be able to speak to your ability to research, develop, and pilot community arts programming.

4. Optional Additional Documentation

If applicants would like to submit additional documentation, Raleigh Arts will accept up to three relevant work samples that demonstrate the strength of an applicant's community arts education work. This can be in the form of videos, audio, PDFs, or images.

Submission and Deadline

All RFQ materials must be received no later than **April 20, 2025**, at 11:59 p.m. Incomplete or late submittals will not be considered.

About the Partners

The Office of Strategy and Innovation boldly reshapes strategy and supports ongoing cycles of continuous improvement for greater service delivery by collecting and connecting talent to spark new ideas. The Office leads city strategy and transformative projects like Bloomberg Challenges, Big Ideas, and Smart Cities initiatives. It also performs legislative and policy analysis, and maps the organization's vision and values in a way that creates innovative solutions.

Raleigh Arts is the City's hub for public art, community arts programming and organizational support for the cultural sector. Raleigh Arts also oversees the Pullen and Sertoma Arts Centers and manages several exhibition spaces as well as the Municipal Art Collection. We work to ensure every resident has access to the arts and support our local creative community.

Raleigh Parks is the City's department for parks, recreation and cultural resources, managing more than 200 parks featuring classes and programs, art centers, athletic facilities, community centers, lakes, nature preserves, dog parks, playgrounds, swimming pools, greenway trails, historic sites, open spaces, and more! The Raleigh Parks, Recreation and Cultural Resources Department is committed to establishing and advancing an equitable and inclusive community for all.

Non-Discrimination Policy

To the extent permitted by North Carolina law, the Parties for themselves, their agents, officials, directors, officers, members, representatives, employees, and contractors agree not to discriminate in any manner or in any form based on actual or perceived age, mental or physical disability, sex, religion, creed, race, color, sexual orientation, gender identity or expression, familial or marital status, economic status, veteran status or national origin in connection with this Contract or its performance.

The Parties agree to conform with the provisions and intent of Raleigh City Code §4-1004 in all matters related to this Contract. This provision is incorporated into the Contract for the benefit of the City of Raleigh and its residents and may be enforced by an action for specific performance, injunctive relief, or any other remedy available at law or equity. This section shall be binding on the successors and assigns of all parties with reference to the subject matter of the Contract.

Additional Information

For questions, contact Sarah Powers at sarah.powers@raleighnc.gov or 919-996-3610.

For relevant information regarding the project, visit the Raleigh Arts website at:
<https://raleighnc.gov/services/arts/artist-calls>