



## APPLICATION PACKAGE

### CRAFT AT HARBOURFRONT CENTRE ARTIST-IN-RESIDENCE

FULL TIME OPENINGS METAL, CERAMICS GLASS + TEXTILES  
AND  
SUMMER OPENINGS in METAL, TEXTILES AND GLASS only (JUNE- AUGUST)  
**No summer openings are offered in the Ceramic Studio**

Openings\* will be available as of  
JUNE 1, 2010 + SEPTEMBER 1 (CERAMICS)

**Application Deadline**  
**MARCH 12, 2010 (no exceptions)**

Interviews are always held in APRIL\*\*. You will receive an email after the deadline indicating time and place for your interview.

**READ APPLICATION FORM THOROUGHLY** AND IF YOU NEED FURTHER INFORMATION OR CLARIFICATION PLEASE CONTACT  
Melanie Egan - Head  
CRAFT at Harbourfront Centre  
235 Queens Quay West  
Toronto, Ontario M5J 2G8  
(416) 973-4963T (416) 973-4859 F  
[rmegan@harbourfrontcentre.com](mailto:rmegan@harbourfrontcentre.com)

It is a policy of Harbourfront Centre that applications are accepted and positions filled without regard to an applicant's age, sex, sexual orientation, marital status, family relationship, disability\*, colour, race, religion, political affiliation or national origin.

\*The above statement, with respect to disability, will not apply where the nature and extent of the disability precludes or renders the individual incapable of satisfactorily performing the duties required by the position.

\*Opening availability subject to change without notice

\*\*If this time frame presents a serious problem, contact the **Head of Craft 6-8 weeks in advance of application deadline to make other arrangements.**

APPLICATION FORM CAN BE DOWNLOADED <http://harbourfrontcentre.com/learn/craftdepartment.cfm>

Harbourfront Centre's Craft Department is the only post-graduate national training facility for craftspeople, recognized by Canadian Heritage.

Application disponible en français

See us on YouTube

<http://www.youtube.com/watch?v=q40PVn6XVy4>

## IMPORTANT NOTICE TO ALL APPLICANTS

### **PLEASE READ ENTIRE APPLICATION CAREFULLY BEFORE COMPLETING, AS NO EXCEPTIONS CAN BE MADE.**

Residency applications and letters of recommendation must be received no later than 5:00 p.m. on the deadline date, regardless of post-mark. We suggest out-of-town applicants rely on a courier service to meet the deadline. It is your responsibility to ensure that your application is complete in every way. A complete application means both letters of recommendation must be received on or before the deadline. Contact your recommenders to make sure they have sent their letters. **PLEASE DO NOT CALL THE CRAFT STUDIO TO SEE IF YOUR APPLICATION OR RECOMMENDATION LETTERS HAVE ARRIVED.** Late and incomplete applications will be returned to you by mail.

The Craft Office will e-mail an acknowledged receipt of your application after the deadline confirming your interview time and date. **You will not be telephoned.** If you do not receive a confirmation email/letter by March 31, 2010, please call the Craft Office. The results of the interview will be sent to you by e-mail. The Head of Craft is the only contact for all questions about the results of the committee's decision.

**Residency interviews always take place in person in April. Some exceptions may apply, but you must call the Head of the Craft Department in advance to discuss.**

- Please use 8 ½" x 11" white paper only
- Do not use coloured, lined, card stock or textured paper
- Please bind pages with paper clips only
- Do not staple anything
- Do not use folders or plastic covers
- Do not fold your application
- COLLATE your application into sets; do not group your pages. You should have 6 sets of 4/5 sheets each, plus 1 set of images. (See application form)
- **Digital images only**
- We do not accept faxed or e-mailed applications. Letters of recommendation can be faxed or e-mailed
- We do not return CD ROMs.
- Harbourfront Centre is not responsible for loss or damage whatever the cause, of support material.

PLEASE SEND FIVE COMPLETE (5) APPLICATION FORMS INCLUDING THREE (3) SETS OF IMAGES  
TO  
CRAFT AT HARBOURFRONT CENTRE  
235 QUEENS QUAY WEST  
TORONTO, ONTARIO M5J 2G8  
CANADA  
ATTENTION: Melanie Egan – Head of Craft  
416.973.4963 [rmegan@harbourfrontcentre.com](mailto:rmegan@harbourfrontcentre.com)

## CRAFT AT HARBOURFRONT CENTRE – Glass, Textiles, Ceramics and Jewellery

### Who we are

- **Craft at Harbourfront Centre is a dynamic axis for contemporary craft in Canada and an integral part of the country's largest public multi-disciplinary arts complex.**
- **We inspire people to engage with the ideas being expressed by today's craft artists.**

### What we do

- **Champion, the significance of craft as an art discipline and cultivate excellence nationally and internationally.**
- **Provide an unparalleled opportunity for people to witness, understand and experience work being created.**
- **Generate exhibitions and thought-provoking symposia that communicate new ideas and shape perceptions about contemporary craft.**
- **Advocate collaboration between craft disciplines.**
- **Operate the only national, post-graduate programme of its kind in Canada that catalyzes artists to explore, pursue and accelerate their artistic potential in a comprehensive artist-in-residency programme and ideal studio environments.**
- **Commit to artists through generous subsidy and deliver access to beneficial artistic resources and conditions.**

### What we seek to achieve

- **Aim to be a definitive voice in contemporary craft in Canada.**
- **Have artists aspire to the Harbourfront Centre experience and see it as an essential element in their artistic development.**
- **Forge creative dialogue and activity across art disciplines.**



Patrycja Zwierzynska

Residencies are designed to assist and promote recent graduates and emerging craftspeople\* by providing time, facilities, professional development programmes and resources to create and develop work. Talent and commitment are encouraged in a community that advocates contemporary craft expression.

We encourage serious craftspeople from across Canada and internationally to consider a residency. If you live outside the area and are planning a visit to Toronto, interviews can be arranged with sufficient notice. Out-of-town applicants must provide for their own accommodation and travel costs for the interview.

Residencies include full use of equipped studios, lectures & workshops by national and international renowned craftspeople and artists, conferences, exhibitions and teaching opportunities. Residency does not include housing.

**\*emerging is defined as someone who has graduated within the past 3 years.**

#### REQUIREMENTS/CRITERIA

- Talent, skill and originality
- Commitment to participate in all Craft programming
- Self-motivation
- Post-secondary Degree or diploma from a Craft/Design/Art College or University
- Ability to work co-operatively and responsibly
- Ability to work in view of the public

#### TYPES OF A-i-R

Annual Residency\*

Short-Term Residency -to complement our annual programme, duration depending on project. More experienced craftspeople/artists (mid-career) may wish to consider this kind of residency. Minimum 3 months.

Summer Residency AWARD - free summer residencies are awarded, when space permits. **Only students returning full-time to an educational institute can apply.**

**\*AWARD: free one-year residency is awarded in each studio to a recent graduate. To be eligible for the scholarship, you must apply within two years of graduating.**

**RENTAL FEES** (includes GST, INSURANCE)

*Programme Registration Fee is a separate cost*

|                                  |                        |
|----------------------------------|------------------------|
| <b>1st YEAR</b>                  | <b>\$82.25/month</b>   |
| <b>2nd YEAR</b>                  | <b>\$124.75/ month</b> |
| <b>3rd YEAR &amp; Short Term</b> | <b>\$145.75/ month</b> |

Summer Residency is a rent-free SCHOLARSHIP - You pay a minimal insurance fee ONLY.

**(fees are subject to change without notice)**



Micah Adams

#### INTERVIEWS

Interviews take place in-person, (some exceptions apply) approximately 30 minutes in length and divided into three sections.

1. Image presentation
2. Viewing of Work (CD-ROM or USB stick)
3. Q & A

Applicants are required to orally present their proposal, showing images reviewing the development of their work, (maximum 10), and are to bring samples of current work, (maximum 6), for viewing by the Selection Committee. Images previously sent can be used during your interview.



Rose-Angeli Ringor

## SELECTION COMMITTEE

- Melanie Egan – Head of Craft
- Studio Advisers
- Current artists-in-residence

## NOTIFICATION

When dates and times are scheduled for interviews a confirmation letter will be e-mailed to you. **No hard copy will be mailed. Interview dates are always in April.** All decisions are made before the end of April. Interviews happen during the week and not on weekends. All applicants are interviewed on the same days. This date is set by the Head of Craft. If you foresee the time frame in April being a problem, please contact the Head.

**6- 8 weeks in advance of the application deadline to discuss an alternate date.**

If any information should change on your application form, please notify us promptly.

The Head of Craft will contact you via email as to the Selection Committee results.

APPLICANTS, please address all questions concerning the Selection Committee's decision to the Head of Craft, only.

If you are awarded a residency, please call/email The Craft Office and confirm your acceptance

We encourage you to familiarize yourself with Harbourfront Centre [www.harbourfrontcentre.com](http://www.harbourfrontcentre.com) and the Craft Studio before applying.

|                |                |  |
|----------------|----------------|--|
| Head, Craft    | (416) 973-4963 | <a href="mailto:rmegan@harbourfrontcentre.com">rmegan@harbourfrontcentre.com</a> |
| Ceramic Studio | (416) 973-4994 |  |
| Glass Studio   | (416) 973-4951 |  |
| Textile Studio | (416) 973-4952 |  |
| Metal Studio   | (416) 973-4994 |  |



## **DOs AND DON'TS OF SUBMITTING DIGITAL IMAGES**

**IMPORTANT** – Applications with digital material that do not correspond to the following guidelines may be considered incomplete and therefore withdrawn.

Test your CD-ROMs prior to your submission to ensure that they are formatted correctly. It is your responsibility to ensure that the CD-ROMs reach Harbourfront Centre intact and in a readable format.

- **Digital material is viewed using a projection system**
- **Clearly mark your CD-ROM and sleeve with your name**
- **During your application and interview, you are allowed three multiple/detail/installation shots only, the rest of the presentation must be single images**

### **DOs**

**When submitting images:**

- **Submit PC compatible files only**
- **Submit jpeg files only**
- **Submit files at a resolution of 72dpi only**
- **Submit files of a maximum of 1024 x 768 pixels**
- **Submit files of 500 KB (0.05 MB) maximum**
- **Save images directly to the CD-ROM without creating folders**
- **Submit RGB, sRGB or grayscale colour mode files only (no CMYK)**
- **Label each file (image) with a number and title to correspond to your typewritten list**

### **DON'Ts**

- **Don't submit Mac files that are not fully PC compatible**
- **Don't submit compressed files (WinZip®, Stuffit®, etc.)**
- **Don't include hyperlinks to Internet sites with your images**
- **Don't submit material that requires software, plug-ins, extensions or other executables that need to be downloaded or installed**
- **Don't submit any files by email**
- **Don't submit DVDs**
- **Don't put any special characters, symbols, period, quotation marks or a space (such as #/-'&...) in any file name**
- **Don't include extraneous graphics or animation in your presentation**
- **Don't submit any other component of your application electronically on your CD-ROM**

Date:

Time:

For office use only

**CRAFT AT HARBOURFRONT CENTRE****APPLICATION FORM** (download from website)**FIRST READ CAREFULLY – FOLLOW INSTRUCTIONS - Then - TYPE OR PRINT CLEARLY**

|                               |  |                        |                        |                            |
|-------------------------------|--|------------------------|------------------------|----------------------------|
| <b>NAME</b>                   |  |                        |                        |                            |
| <b>ADDRESS</b>                |  |                        |                        |                            |
| <b>CITY</b>                   |  | <b>PROV/<br/>STATE</b> |                        | <b>POSTALCODE<br/>/ZIP</b> |
| <b>PHONE</b>                  |  |                        | <b>BUSINESS/STUDIO</b> |                            |
| <b>E-MAIL<br/>(mandatory)</b> |  |                        |                        |                            |

STUDIO: **(CHECK ONE ONLY)**CERAMIC GLASS TEXTILE METAL 

APPLYING FOR: (CHECK ONE ONLY)

 One Year Residency Summer Residency June - August (for students, only, returning full-time to an education institute) Short Term Residency (to be discussed with the Head of Craft, prior to candidate applying)

**CHECK ENCLOSED REQUIREMENTS (five sets required, three sets of images required): A set includes: application form, letter of intent, CV, image list. SORT, DO NOT GROUP PAGES. (clue - you should have five stacks of paper not four), DO NOT STAPLE ANYTHING, USE PAPER CLIPS PLEASE!**

 This form (5 copies) Letter of Intent - **One page only double spaced** - typed (5 copies) Current Résumé/C.V. 3 pages maximum- typed (5 copies) Images (10) - 3 copies, Digital – please see Do and Don'ts Slide list – (title, materials, dimensions, and year) - typed (5 copies)

**Under separate cover**, two (2) only, Letters of Recommendation, MAILED/FAXED/E-MAILED to Harbourfront Centre. \*Note - Letters of Recommendation **SHOULD NOT BE OPENED OR SENT BY APPLICANT OR INCLUDED WITH YOUR APPLICATION**. It is your responsibility to ensure both letters of recommendation arrive on or prior to the application deadline. RECOMMENDATION FORM - Download from Website.

Names of Recommenders: maximum/minimum two. Form is attached separately.

1. \_\_\_\_\_

2. \_\_\_\_\_

**Harbourfront Centre is not responsible for loss or damage whatever the cause, of support material.**

Return to: Melanie Egan, Head of Craft at Harbourfront Centre 235 Queens Quay West, Toronto, Ontario M5J 2G8  
416.973.4963 [rmegan@harbourfrontcentre.com](mailto:rmegan@harbourfrontcentre.com)

## CRAFT AT HARBOURFRONT CENTRE EQUIPMENT LIST

| METAL STUDIO                                | CERAMIC STUDIO  | GLASS STUDIO   | TEXTILE STUDIO                           |
|---|---|--|--|
| Torches:<br>Acetylene and<br>Propane/Oxygen | KILNS:<br>1 - *New Coneart - oval<br>1 - *New Coneart - round | GAS Furnace - DAY TANK<br>soda glass 350lbs<br>Hub Consolidated Ltd. | Print Table 16 L x 5¼ W x 2½<br>H (feet) |
|   | 1 - Bailey Downdraft<br>Gas kiln                              | 2 Gas Glory Holes:<br>1 - large , 1- small                           | Light Table<br>8 x 4' work table         |
| Polishing Machine                           | 1 - Electric test kiln  | Pick up Annealer   | Vacuum Table                             |
| Kickpress and Dies                          | 5 large work tables   | 4 - Annealers, various<br>sizes with<br>Kiltronic Controls           | Washer/Dryer                             |
| Flexible Shafts                             | Slab roller   | 2 - Benches  | Industrial Iron & Board                  |
| Jewellers benches &<br>chairs               | Scale - Ohaus   |  | Juki Babylock Serger                     |
| Pickle Pot                                  | Extruder  | 2 - Marvers  | 2 Bernina Sewing machines                |
| Ultrasonic Cleaner                          |   | Pipe warmer  | Screeotec Wash out Sink<br>(2008)        |
| Steamer                                     | 9 Wheels:<br>4 - Brent  | Gloves   | Spray gun with hose                      |
| Hydraulic Press                             | 5 - Shimpo  | Yoke stands  | Steamer                                  |
| Shears/manual                               | Shelving - ware racks   | Welding torch  | Refrigerator                             |
| Small Belt Sander                           | Makita drill with<br>Blunger attachment                       | Garage   | Various squeegees                        |
| 2 Rolling Mills/plate & wire                |   | <b>Cold working space:</b>   |  |
|   | Small Spray booth   | Belt Sander  | Emulsion coater                          |
| Tumblers & Shot                             |   | Polishing Lathe  |  |
| Sm. Sandblaster                             |   | 30" Grinder  | 28" 4 Harness Jack Loom                  |
| Drill press                                 |   | Diamond Saw  | Carder                                   |
| Small Lathe                                 |   | Empire Sandblaster   | Cutting mat                              |
| Vices                                       |   |  | Hot Plate                                |
| Anvil and stumps                            |   |  |  |
| Ring Stretcher                              |   |  |  |

\*All studios have telephones, sinks, fume hoods and personal storage cupboards. The Textile Studio is air conditioned.

\*\*Note this is not a complete equipment list.



## **SOME BENEFITS & POLICIES OF RESIDENCY**

### **ACCESS**

The Craft Studio must be active during all public hours. All accepted full time residents have 24 hour access to the studio facilities.

### **LIBRARY & RESOURCES**

We have a small but comprehensive library of craft publications, books and additional resources. Artists-in-residence have free access to a computer (PC), printer, photo-copier, telephone and fax machine for business purposes.

### **PARKING**

Reduced-rate parking is available for all artists-in-residence

### **ADVISERS**

Each studio has two or more volunteer, professional advisers who help choose new residents, advise on equipment offer critiques and suggestions about career direction and work.

### **PROFESSIONAL DEVELOPMENT**

We organize a series of events primarily for artists-in-residency and the greater craft community with national and international artists and professionals - lectures, workshops, seminars, conferences, and exhibitions. Mandatory participation is required.

### **CLASSES**

Artists-in-residence have the opportunity to teach classes. Class structure varies depending on each studio. Artists-in-residence keep full tuition for classes Harbourfront Centre does not take a percentage.

### **RETAIL OPPORTUNITIES**

BOUNTY – Craft + Design Shop at Harbourfront Centre – carrying work from across Canada and the world – has a large section of work by current and former Harbourfront Centre artists-in-residence



## THE STUDIOS

**TEXTILE STUDIO** - 4-5 Full-time artists-in-residence, 2 summer when space permits - (Upper and Lower) 74<sup>2</sup>m/ 800 sq. ft. Full-time status is 3 days/week minimum in the studio and must include weekends. The Textile Studio artists-in-residence supply all their own materials and individual drop sheets for the print table.

**GLASS STUDIO** - 6 full-time artists-in-residence, 2 summer -106<sup>2</sup>m/ 1,144 sq. ft. Full-time residency includes at least 2 hot blowing days a week and unlimited cold shop time. Artists-in-residence purchase cullet as a group and individuals purchase their own colour. We have a gas day tank and it is the responsibility of the residents to charge and drain this furnace on a regular basis plus rebuild the furnace approximately every 4 -5 years.

**CERAMIC STUDIO** - 5 Full-time r artists-in-residence - 102<sup>2</sup>m/ 1,100 sq. ft. Full-time status is 3 days/week minimum in the studio and must include weekends. Each Ceramic Studio resident has their own space in which to work. It includes a long work table, ware shelves and a storage cupboard. All residents supply their own materials and personal tools. We provide a small storage room adjacent to the Ceramic Studio for finished work. Artists-in-residence are responsible for creating and monitoring a firing schedule for the kilns.

**METAL STUDIO** - 6-7 Full-time artists-in-residence, 2 summer when space permits -46.5<sup>2</sup>m/ 500 sq. ft. Full-time status is 3 days/week minimum in the studio and must include weekends. The Metal Studio is a non-ferrous metals workshop. We do not permit lead soldering. Artists supply all their own materials and hand-tools.



Julie Moschenross



Jenanne Longman

## HARBOURFRONT CENTRE

William J.S. Boyle, Chief Executive Officer

Harbourfront Centre is one of Canada's largest and most active cultural centres, located on 10 acres of central Toronto waterfront, presenting hundreds of events and activities for the public annually. Today Harbourfront Centre attracts more than 3.5 million visitors and works with more than 450 community based organizations each year to showcase its incredible range of activity. No other urban site in Canada plays host to such a concentration of programming facilities.

## CRAFT DEPARTMENT

The Craft Studio at Harbourfront Centre was initiated in 1974 as a Summer Programme, "Sheridan Harbourfront." Students and faculty from Sheridan College, School of Crafts and Design, working in glass, jewellery, textiles and ceramics set up equipment, and the public were invited to watch and participate in the activities. Originally located in the open air at the foot of Spadina Avenue, Toronto, the studios were subsequently given space in York Quay Centre, our present location.

Today, Craft at Harbourfront Centre comprises four working studios; metal, ceramics, glass and textiles, programming and exhibitions. Internationally renowned and recognized for its support of emerging craftspeople, and the quality of its programmes, Craft is an integral part of the Visual Arts Department at Harbourfront Centre. The combination of support for craftspeople, public classes, lectures and other craft events, together with the broad range of Harbourfront Centre programmes, makes The Craft Studio one of the only operations of its kind in the world. BOUNTY, the retail shop affiliated with the studio, opened in 1979 and sells medium to high priced functional contemporary Canadian craft.



Rachel Robichaud

APPLICATION FORM CAN BE DOWNLOADED <http://www.harbourfrontcentre.com/noflash/visarts/craftRes.php>

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