

CONNECTICUT STATE TROUBADOUR GUIDELINES - 2012

The honorary position of Connecticut State Troubadour was established in 1991 by the General Assembly. The State Troubadour serves as an ambassador of music and song and promotes cultural literacy among Connecticut citizens. The Connecticut Office of the Arts (COA) appoints a resident singer-songwriter as the State Troubadour based on the recommendation of a peer panel.

**APPLICATION
DEADLINE**

All application materials, including letters of recommendation, must be submitted through COA's online portal at <https://ct.slideroom.com> by 11:59 PM on or before December 3, 2010.

**PROGRAM
TIMELINE**

Application deadline	December 3, 2012
Peer Panel Review	January 2013
Approval by DECD/COA Board	February 2013
Notification/Announcement	February 2013
Term Period	February 2013 to December 2015

DUTIES

- Present a minimum of three events each year as requested by COA
- Serve as an ambassador of music and song promoting cultural literacy among state citizens
- Promote the State of Connecticut in song

**TERM OF SERVICE
AND
REMUNERATION**

- The State Troubadour shall serve for a term of two years
- The State Troubadour shall receive an annual stipend of \$2,500 for a total of \$5,000 for two years
- The State Troubadour shall maintain Connecticut residency during his or her term
- COA reserves the right to revoke the tenure of the State Troubadour if he or she fails to fulfill his/her duties

WHO MAY APPLY

Connecticut resident singer-songwriters with a minimum performance history of five years. A singer-songwriter is defined as a musician who writes, composes and sings his/her own material including lyrics and melodies.

Eligible Applicants

- Applicants must be full-time Connecticut residents (for at least the five years prior to the application deadline)
- Applicants must display excellent musicianship in singing and songwriting
- Applicants must be professionally active and available to travel and perform in a variety of educational and community settings

Ineligible Applicants

- Students currently enrolled in degree-granting institutions
- Previous Connecticut State Troubadour
- COA board members, staff and members of their immediate families

REVIEW PROCESS

A peer panel will review eligible applicants based on the following criteria:

- Excellence in musicianship in singing and songwriting
- Substantial performance and songwriting experience (with substantial body of original work)
- Experience with diverse audiences (educational, community, etc.)

HOW TO APPLY

All application materials, including letters of recommendation, must be submitted through COA's online portal at <https://ct.slideroom.com> by **11:59 PM on or before December 3, 2012.**

The online system provides a simple way to upload and manage application materials. The submission process allows applicants to edit and save their progress as often as needed. Once everything is submitted, applicants may view their completed submission in a read-only format, but no further changes can be made so carefully review your application prior to the final step. Applicants are able to view their submission materials in the same display format as seen by the panelists. COA will only accept and review the information requested in the application.

A \$5 processing fee is required at the last step of the application process. This fee is collected by SlideRoom and is retained by them to help provide this online system and full technical support.

For technical assistance, please visit: <https://slideroom.zendesk.com> or email support@slideroom.com.

REQUIRED MATERIALS

Legislative Information

COA will inform legislators about your appointment. Please provide accurate information of the elected officials who are currently in office at the time of your submission. Please obtain this information from your town clerk or www.votesmart.org.

U.S. Representative's Name _____ District # _____
 State Senator's Name _____ District # _____
 State Representative's Name _____ District # _____

Support Materials

It is important that you submit the highest quality, most recent and relevant support materials that best represent your work. All required materials contribute to the panel's consideration of your application.

Performing and Songwriting History

- Please provide the total # of years you have been performing professionally.
- List at least 5 different engagements since September 2010.
For each engagement, include: (1) Presenting Organization (2) Location of organization (3) Location of performance (4) Date performed (5) Audience size (6) Age group
- List of original works (not to exceed 5,000 characters – equivalent to 1 page)
For each, include: (1) Title (2) Length of work (3) Year it was created
- Please include the lyrics of your original song about Connecticut, which is to be submitted as part of your audio/video files.

**REQUIRED
MATERIALS
CONT'D**

Statement / Resume

- Artist Statement (not to exceed 5,000 characters – equivalent to 1 page). Statement must include the following:
 - Vision of philosophy of your work as a singer-songwriter,
 - Willingness and availability to perform and
 - Your approach and experience in working with diverse audiences and age groups
- Resume (not to exceed 5,000 characters – equivalent to 1 page) to include history of your work as an artist; your education, training and professional development; and any awards and recognition received.

Media

Applicants must submit media samples as specified below.

- No fewer than 3 and no more than 5 artistic work samples created within the last 2 years. NOTE: One recording must be of an original song you created about Connecticut. The lyrics must be submitted under the Performing and Songwriting History section of the application.
- Work samples may be a combination of both audio and video files. Two must be submitted as videos.
- Each media submission must not exceed 60 MB per file and may be submitted in the following formats: mov, wmv or flv.
- For each work include: title, date presented and/or produced, length and any other relevant information that will help the panel evaluate your work.

References

- Please list three references who have observed/experienced your work within the last 2 years (since September 2010). An email will be sent to the provided references. The email will contain a link allowing your references to enter a letter of recommendation via a private online portal.
- You must provide a “Personal Message” to be included in the email to the reference which shall indicate that all reference letters must include age group and type of program(s) observed and provide comments in three areas: (1) artistry, (2) presentation skills, and (3) experience with managing audiences.
- All letters of recommendation must be received on or before December 3rd or your application will be incomplete.

CONTACT

Questions about the application and support materials, please contact Bonnie Koba at 860-256-2730 or by email at bonnie.koba@ct.gov.

For technical support with the online process, please visit:
<https://slideroom.zendesk.com> or email support@slideroom.com.

Applicants must follow all instructions and provide accurate and complete information in all sections and supporting materials as stated in the guidelines. Failure to do so will render your application ineligible for review.