Definition of the various component types?

Administrative Fee- Fee paid to artist for work outside of typical artist work ex: working on curriculum or lesson planning, assisting with assessment, or other types of admin work we may ask them to do that doesn’t fall into another category.

Artist Meeting- payment to an artist when we require them to attend an artist meeting.

Artist Stipend- payment for work done outside of the school. Such as creating a new performance or adapting an older performance to a virtual format.

Cartage – Paid when an artist has to carry a lot of equipment-usually only applies to musicians. It’s left over from the early days of the company, and only 2 artists still have it in their contracts.

Field Trip- – When an artist organizes and helps to take students on a field trip. It’s usually part of a residency.

Materials- Some workshop artists need to provide materials for the students that the school can’t provide. This is their repayment.

Other- payment that doesn’t fit into another category

Performance Demonstration - Performance

Professional Learning – Artist is teaching Teachers how to use their art in the classroom

Travel- payment for distance traveled by the artist to the school

Workshop- Artist in the classroom teaching students their art form. Usually done as four forty-five minute sessions per day.

Definition of the component types (specific)?

Single Performance – one assembly in a school

Back to Back Performance- two assemblies in the same school on the same day

Triple Performance – three assemblies in the same school on the same day

Culminating Performance – performance done by the students at the end of a residency and directed by the artist.

Residency Workshop- 45 minute classroom sessions done for more than three days with the same students.

Stand alone Workshop- 45 minute classroom sessions done only once with a group of students.

Culminating Event Workshop- art done by the students and directed by the artist. It could be the unveiling of an art show or a mural for example.

Artist Meeting – required Young Audiences Meeting with Staff or Special Presenter.

Planning Meeting – Residency artist meeting with the teachers at a school to work out the logistics and plans for a residency.

Materials - Some workshop artists need to provide materials for the students that the school can’t provide. This is their repayment.

Wait Time- If there’s more than an hour between shows, we charge the school a wait fee as it often prevents the artist from accepting other school jobs on that date.

Cartage - Paid when an artist has to carry a lot of equipment-usually only applies to musicians. It’s left over from the early days of the company, and only 2 artists still have it in their contracts.

Teacher Services – old name for professional development or professional learning.

Teacher Stipend - Payment to a teacher at a school to help manage the logistics of a funded project at a school.

Field Trip – When an artist organizes and helps to take students on a field trip. It’s usually part of a residency.

Administrative Fee – Fee paid to artist for work outside of typical artist work ex: working on curriculum or lesson planning, assisting with assessment, or other types of admin work we may ask them to do that doesn’t fall into another category.

Other- Any payment that doesn’t fall into one of the other categories.

Is there a unique ID field for the customer or venue? Yes, but it is not programmed to be viewed. We can look into what it would take to make that field visible in reporting.

Under what circumstances would there be an artist fee of $0.00?

1. Usually 0’s refer to travel. Some artists travel fees are rolled up into a higher pay rate. We’ll charge the travel to the but not pay the artist as it’s already in their fee due to distance. Ball in the House and Cello Fury are examples of that. One is in Boston and the other in Pittsburgh.
2. Occasionally, an artist will do a show for free when circumstances warrant it. Such as they forgot to go and then told the client that they would do it for free.
3. Meet & Greets 20 minutes sessions after a show for autographs or photos aren’t paid. Schools aren’t charged.
4. It might be a 0 if a staff member put the artist money into another line on the contract. But needed that category to show up on the school contract.

For each transaction in the sales data, do we have any information on:

Artists

Number of teachers / performers-- Yes we know this- Working on getting the report. Will provide shortly. **Number of teachers based on race. Number of artists per ensemble.**

Number of years of experience –We know # of years most artists have worked for us. Their start date is on the pricing reports. We do not collect data on how long they have been practicing the art form.

Professional certifications – We do not collect this data.

Purchasing entity

Number of attendees / class size -- We collect that information from the school. Working on updating the sales report to include this information. **Counted for each time component.**

Age group of attendees / class -- We collect that information from the school. Working on updating the sales report to include this information

Number of sessions – depends on the number of students, the size of the performance or workshop space, size of the sound system, and the needs of the artist. Most assembly artists will do 250-300 students as a single performance and if more want us to schedule a second performance. Some artists will do as many students as the space will fit as one performance as they have a large sound system and like performing for large groups. It’s best to keep performances within a three grade span but often schools can’t afford the time or money for multiple shows. Workshops are always 25 students or less per workshop. No more than four in a day unless negotiated with the artist and they are paid more.

Length of each session – most sessions are 45 minutes

Genre/instrument of art form general\_discipline: This is tracked on our yearly Chapter Report by our National Office into these 5 categories: Music, Theatre, Dance, Visual Art, Literary, and Media. **(Literary Art and Literary Arts is one in the same.**

Ann – Fundraising. 3-million-dollar organization

Bringers in of money

Any data that might be available:

* Artist
* School or Purchasing Entity