



## Residency Expectations

*The goal of this document is to layout what residents can expect to receive from Bunker's Residency and the team members who work directly in support of residents. The following outlines the deliverable outcomes you receive during your residency. These expectations reflect Bunker's philosophy and current capacity. Please read this carefully and ask for any clarification as far ahead of time as possible. Thanks!*

### Pre-Residency

- Complete Pre-Residency Survey and discuss goals for residency
- Receive support documents and contracts
- Coordinate arrival date and time so that someone can greet you

### Orientation

Anna, or Jessie if Anna is unable, will greet you for an orientation when you arrive. This will include:

- Signing the residency agreement, Liability waiver and Residency Invoice
- Complete an entrance survey
- Tour of the facilities and get keys
- Set a date for a potluck or meet-and-greet
- Confirm weekly check in meeting times: Preferred Monday 6:30PM with Anna Nelson, Residency Coordinator.

### Studio Visits:

You will be assisted in setting up **2-3 studio visits** during the duration of your stay. You are also encouraged to take advantage of the fact that you live in a vibrant arts district and that we host events that attract artists to network on your own. Studio visits will happen toward the second half of the residency when you have made progress on a body of work or when your show is up.

### Cleaning:

You are expected to keep the Bunker space clean and tidy. Bunker team members clean up after events. You are expected to take out your own trash regularly to the dumpster in the back. When public events are happening, the space should be ready and

clean enough to successfully host without pre cleaning. Just as you would upkeep your own place, we expect you do the same while at Bunker ie. sweep the floors regularly, wipe down counters after use etc.

#### Provided Materials:

You should expect the follow to be provided the following materials:

- Toilet paper
- Paper towels
- Cleaning supplies
- White paint for the studios and gallery
- Trash and recycling bags
- Note: linens are not provided.

#### Your Exhibition

- You receive 3-4 hours of installation assistance on one evening in the week before your show
- You receive Monday-Thurs/Fri (including Monday) for install
- Photo documentation will be provided by Bunker
- Through the end of 2019: 1-2 paid Bunker Review posts relating to your show
- Bunker will assist in digitally market the show in the form of:
  - Facebook event - our team will invite locals
  - Instagram posts (3-5) leading up to and during the show
  - A page on our website dedicated to the show

#### Professional Communication Standards

- Maintain a level of professionalism with your interactions with your co-resident and the Bunker team
- Refrain from communicating with the Bunker team members between 930PM-10AM (Off hours)
- If you have any issues with a fellow artist or Bunker team member, proactively seek assistance from Anna or Jessie.

#### Scheduling:

- Notify your co resident when you have scheduled studio visits and times when you know you will be doing work that is audibly louder than usual ie. power tools etc.
- Reminders will be provided about upcoming Bunker events via email and/or at weekly check in meetings

