

# Arts ARE ESSENTIAL, Inc.

P.O. Box 2797, Acton MA 01720-6797  
978-263-0108 • [www.Arts-Are-Essential.org](http://www.Arts-Are-Essential.org)

## Greetings!

Thank you for your interest in joining our roster of teaching artists.

Please direct your attention to our list of artist's qualities on our website and refer to that as you write your cover letter.

Send the following materials to the address below:

**Cover Letter** – with personal statement

- Why do you work as a teaching artist?)
- Why do you want to work with AAE?
- How do you meet our artist criteria?
- Which regions of the Northeast would you be willing to work in?

**Bio** – brief personal history (one or two narrative paragraphs)

We will review your letter immediately and call you to discuss what the next step should be. Thanks!

— *Jean Butler, Director*

**PLEASE MAIL TO** Arts Are Essential, Inc. • P.O. Box 2797 • Acton, MA • 01720-6797

### **The following documents are required for further consideration:**

**Current Resume** – (both professional & teaching artist resumes - 2 years teaching experience)

**Letters of Recommendation** (2) – (They must know your work as a teaching artist.)

**Professional References** (2-3) – (Include name, title/position & contact information.)

**Sample Lesson Plan(s)**

**List of Residency Workshop Themes/Projects/Program Offerings** – (at least one geared to lower grades)

**Photo** – (optional)

**Supplemental Materials** – (optional) – personal & student work samples, reviews, news/newsletter articles, photos, etc.

If you have any questions or wish more information, please contact:  
Jean Butler at 978-263-0108 or [jean@arts-are-essential.org](mailto:jean@arts-are-essential.org).