



Chilkoot Indian Association

## Apprenticeship Program 2022

### PROGRAM DESCRIPTION

The Chilkoot Indian Association Cultural Department (CIA-CD) Apprenticeship Program encourages the continuity of the region's traditional arts and cultures by contracting master artists to offer intensive, one-on-one training\* to qualified apprentices.\*\* Each contract will support a period of concentrated learning for apprentices who demonstrate a committed engagement with, and a talent for, a specific traditional art form or practice.

If selected, CIA-CD enters into a contract with the master artist and apprentice to implement the work plan proposed in the application. The apprenticeship program period may last between six months to one year in which CIA-CD staff will work closely with the apprenticeship pair to gauge and document progress and offer assistance and support. Upon agreeing to the contract the apprenticeship pair will be required to go through an orientation. Near the mid-point of the apprenticeship period, a site visit will be scheduled in which CIA-CD staff documents the apprenticeship sharing through video recording and photography. Throughout the apprenticeship, the apprentice will submit materials to a blog at least twice a month. The resulting materials become part of CIA-CD's permanent archival collections, which is open to the public for educational purposes. Each apprenticeship team will be required to organize a public presentation (performance, exhibit, lecture demonstration, etc.) in consultation with CIA-CD staff in order to share the results of their intensive learning cycle. Each apprenticeship pair will implement a survey at their public sharing, which CIA-CD will provide. Finally, submitting written evaluations of the master and apprentice's experiences completes the requirements of the Apprenticeship Program contracts.

\* In some artistic traditions, a one-on-one master-apprentice partnership may not fit the framework of the tradition. In specific cases, such as ensemble traditions, other models may be more effective. Please contact us to discuss proposals involving such alternatives before applying.

\*\*Apprentices applying for this program should already have a background in the artistic tradition as a practitioner.

# Guidelines

**POSTMARK DEADLINE:**

**January 31, 2022**

### CONTRACT AMOUNT & DURATION

Contracts up to \$10,000 will be made with master artists to cover master artist's fees, supplies, and travel. Contracts up to \$6,000 will be made with Chilkoot tribal members to cover apprentice travel, supplies, and living expenses. An additional \$500 may be requested for supplies in art forms where the tools and raw materials are expensive. The apprenticeship will begin on or after February 15, 2022, and must be completed by December 31, 2022. The apprenticeship must total at least six months, but may last up to one year, depending on the conditions of the particular mentorship.

### WHO IS A MASTER ARTIST? WHO IS AN APPRENTICE? WHAT ARE TRADITIONAL ARTS?

A master artist is someone who is recognized as an exemplary practitioner of a traditional art form by his or her community and peers. An apprentice is someone who learns from a master artist. Prospective apprentices should demonstrate an intention to enhance their established skills and cultural understanding of the art form by working with a master. The master artist and apprentice must apply together with a mutual desire to work with each other.

Traditional arts are those art forms that are transmitted and engaged as part of the cultural life of a group of people whose members share a common heritage, language, religion, occupation, or region. These expressions are deeply rooted in and reflective of a community's shared standards of beauty, values, or life experiences. Traditional arts are often passed on from one generation to the next and express a collective wisdom, rather than an exclusively unique personal aesthetic. For these apprenticeships, the region is the Upper Lynn Canal in Alaska, traditionally known as Jilkoot Aani and the common heritage and language are Lingit. Traditional arts include Native basket and blanket weaving, silver carving, wood carving, beading, regalia construction, skin sewing, drum making, and traditional songs and dances. These are a few of the

**ART MENTOR & APPRENTICE**

distinctive forms found in this culturally rich region of Alaska.

Information about Apprenticeships is available at [chilkoot-nsn.gov](http://chilkoot-nsn.gov).

## REVIEW CRITERIA

A panel of traditional arts specialists will review applications and make recommendations for approval by the CIA Cultural Committee, according to the following criteria:

- Traditionality of the art form.
- Artistic quality of the master artist's work.
- Demonstrated commitment and developed skill of the apprentice.
- Shared membership of the master artist and apprentice in a cultural community (family, heritage, occupation, tribe, religion, etc.).
- Feasibility of the proposed work plan and timetable.
- Urgency (for endangered art forms).

## INELIGIBLE APPRENTICESHIPS

- Contemporary studio crafts or the reproduction of antiques
- Recreations of historic or village folk traditions that attempt to reenact lifestyles from the distant past
- Apprenticeship Program participants from the past three years.

## REQUIREMENTS

- Master artist and apprentice must apply together.
- Master artist must be authorized to work in the United States and be able to receive payments directly.
- Apprentice applicants must be 18 or over and a CIA tribal member.
- Only one application is allowed per master artist and/or apprentice (e.g., master artist is not allowed to submit multiple applications, each with a different apprentice, nor can a person apply as an apprentice in one application and then as a master artist in another).
- Applications must include work samples from both master artist and apprentice to demonstrate quality and traditionality.

- Letters of support are required for the apprentice from experts on the art form or from people who know about the applicant's commitment to the cultural community and to the traditional art form.
- Mail materials on or before January 31, 2022. Applications postmarked after January 31, 2022 will not be accepted.
- CIA-CD will not accept applications submitted by fax or email.

## IMPORTANT DATES

**Application Postmark Deadline:**  
**January 31, 2022**

**Notification to Applicants:**  
**February 15, 2022**

**Apprenticeship Period:**  
**February 15 to December 31, 2022**  
(6 months minimum)

## REQUIRED WORK SAMPLES

Work samples that give evidence of the master artist's and the apprentice's artistic ability must accompany the application. Applications without work samples for both the master artist and the apprentice will not be eligible for consideration. Be sure to send examples that best demonstrate skills and details of work clearly.

Submit work samples online: You may submit work samples electronically. All web-based work samples, including links to websites, YouTube, audio files, etc. should be sent with viewing instructions to: [halten@chilkoot-nsn.gov](mailto:halten@chilkoot-nsn.gov)

If not submitting online, all support material should be labeled with applicant's name. Please use a marker pen to write directly upon disc media rather than using sticky labels. Use the Work Samples section of the application to provide a brief description of what the samples represent.

Please make sure that the links are active, documented correctly, and do not require a password to access. In your email subject line, please indicate the master artist and apprentice names.

When submitting documentation that includes ensemble work or other Individuals, be certain that the master and the apprentice are clearly identified. For example, "The

master artist is wearing a red shirt and is sitting second from the left," or "The second voice at 0:45 is that of the apprentice," or "The master's basket is the tall one on the left."

### **Craft and Material Artists**

Both master artist and apprentice must each submit at least 5, but no more than 12 images of their work (photographs, slides, or jpegs). Please number each item in the order to be viewed, and use the Work Samples section of the application to include an index with a **brief** description of each item (name of artist, date made, dimensions, materials used, title if applicable, contextual information, etc.).

### **Performing Artists (musicians, dancers, storytellers, etc.)**

Musicians and storytellers must submit up to 2 audio or video samples, and dancers and other performing artists must submit up to 2 video samples. Use the Work Samples section of the application to provide a brief description of each selection (date, name(s) of featured performers, total running time, contextual information, etc.). Note that a maximum of five minutes will be allotted for the panel to review both the master and apprentice's work sample, so please clearly indicate track/running time of a CD or DVD.

Do not send original or irreplaceable materials. If you are selected, CIA-CD will retain the support materials for publicity and a permanent file. If you are not selected and you would like your support materials returned to you, include a self-addressed shipping container and required postage. Work samples will otherwise not be returned.

In addition to the work samples, applicants may also submit a limited number of additional support materials (newspaper articles, brochures or booklets, etc.). A maximum of two items in each category will be reviewed by the panel.

### **LETTERS OF SUPPORT**

Letters of support are required for the apprentice from experts in the art form and from people who know about your commitment to the art form and the cultural community. Provide a maximum of two letters.

## **APPLICATION CHECKLIST**

- Cover Sheet
- Application
  - Work Sample Form
  - Apprenticeship Description
  - Master Artist Form
  - Apprentice Form
  - Budget and Legal Responsibilities
- Letters of Support
- Work Samples

Do not bind or staple copies, or place in report covers.

Paper clips and binder clips are acceptable.

Submit two signed copies of the application and support materials and a single copy of work samples.

Send to:

Chilkoot Indian Association  
Cultural Department Apprenticeship Program  
PO Box 490  
Haines, AK 99827

### **FOR MORE INFORMATION, CONTACT:**

Helen Alten  
Cultural Department Director  
907.766.2323  
halten@chilkoot-nsn.gov

We strongly suggest that you call to discuss your proposal before applying.

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*The Apprenticeship Program is a program of the Chilkoot Indian Association in partnership with the Department of Health and Human Services Administration for Native Americans.*

# Application Cover Sheet

**POSTMARK DEADLINE:**  
**January 31, 2022**

## MASTER ARTIST

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

County: \_\_\_\_\_

Gender Pronoun (she, him, they, etc.): \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Other Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Website: \_\_\_\_\_

Date & Place of Birth: \_\_\_\_\_

Places raised: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## APPRENTICE

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

County: \_\_\_\_\_

Gender Pronoun (she, him, they, etc.): \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Other Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Website: \_\_\_\_\_

Date & Place of Birth: \_\_\_\_\_

Places raised: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## TRADITIONAL ART FORM

Name of art form: \_\_\_\_\_

Description of art form: \_\_\_\_\_

## CONTACT INFORMATION RELEASE (OPTIONAL)

I give CIA permission to include the above contact information in their mailing list and a database of traditional artists that may be publicly available.

Master artist's signature \_\_\_\_\_ Date \_\_\_\_\_

Apprentice's signature \_\_\_\_\_ Date \_\_\_\_\_

# Application

## PART 1: WORK SAMPLES

To be filled out by MASTER ARTIST and APPRENTICE. Any mailed material should be labeled with your name. Please use a marker pen to write upon disc media rather than using sticky labels. Please provide a self-addressed shipping container with sufficient postage if you want your work samples returned. Work samples will otherwise not be returned. If you are selected, ACTA will keep your work sample on file. Submit work samples online: You may submit work samples electronically. All web-based work samples that include links to websites, YouTube, audio files, etc. should be sent with viewing instructions to: APworksamples@chilkoot-nsn.gov Please make sure that the links are active, documented correctly, and do not require a password to access. In your email subject line, please indicate the names of the master artist and apprentice.

### Master Artist Work Sample Descriptions

Craft and visual artists submit 5 to 12 images (photographs, slides, or jpeg files).

Musicians and storytellers submit up to 2 audio or video samples (CD or DVD or thumbdrive).

Dancers and other performing artists submit up to 2 video samples (DVD or thumbdrive).

Check all that apply:

Images, quantity\_\_\_\_\_

Newspaper articles (maximum 2 items)

Audio samples, quantity\_\_\_\_\_

Brochures or booklets (maximum 2 items)

Video sample, quantity\_\_\_\_\_

Other:

Please provide a brief description of your audio, video or photo work samples. Include information such as dates, name/title and details of pieces, total time duration of sample(s), and context of documentation. Also be sure to identify yourself if in an ensemble and include any other information you deem significant. You may use and attach a separate sheet of paper if necessary. Note that a maximum of five minutes will be allotted for the panel to review both the master and apprentice's work sample.

How does your work sample(s) relate to the proposed apprenticeship?

### Apprentice Work Sample Descriptions

Craft and visual artists submit 5 to 12 images (photographs, slides, or jpeg files).

Musicians and storytellers submit up to 2 audio or video samples (CD or DVD or thumbdrive).

Dancers and other performing artists submit up to 2 video samples (DVD or thumbdrive).

Check all that apply:

Images, quantity\_\_\_\_\_

Newspaper articles (maximum 2 items)

Audio samples, quantity\_\_\_\_\_

Brochures or booklets (maximum 2 items)

Video sample, quantity\_\_\_\_\_

Other:

Please provide a brief description of your audio, video or photo work samples. Include information such as dates, name/title and details of pieces, total time duration of sample(s), and context of documentation. Also be sure to identify yourself if in an ensemble and include any other information you deem significant. You may use and attach a separate sheet of paper if necessary. Note that a maximum of five minutes will be allotted for the panel to review both the master and apprentice's work sample.

How does your work sample(s) relate to your proposed apprenticeship?









**PART V: BUDGET AND LEGAL RESPONSIBILITIES**

To be filled out by MASTER ARTIST and APPRENTICE.

**Budget**

Total costs must equal \$16,000. No more than \$10,000 may be spent on the master artist and no more than \$6,000 may be spent on the apprentice. Contracts are made to cover master artist's fees, supplies, and travel and apprentice's fees, supplies and travel. Add additional pages if needed to explain expenses.

Master artist's fee: \$ \_\_\_\_\_

Materials, supplies, tools (list each item, its cost, and whether it will be paid by the apprentice or the master artist):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Materials Subtotal: \$ \_\_\_\_\_

Travel (please explain):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Travel Subtotal: \$ \_\_\_\_\_

Grand Total: \$ \_\_\_\_\_  
(no more than \$16,000)

**Legal Responsibilities & Assurances**

- 1. Two contracts will be made, one to the master artist and one to the apprentice.
- 2. Please indicate who will keep the supplies and products resulting from the apprenticeship:

\_\_\_\_\_

- 3. The applicants assure that, if contracted:
  - a) The activities and services proposed in the contract will be conducted by the master artist and will not be subcontracted.
  - b) COVID protocols, as provided by the CIA, will be followed throughout the apprenticeship.
  - c) If requested, they will submit to background checks prior to commencement of the apprenticeship.
  - d) Neither will be influenced by alcohol or drugs while participating in the apprenticeship.
  - e) The apprentice is committed to passing on the knowledge learned from the master artist.
  - f) Money received as a result of this application will be spent solely on the described apprenticeship and the budget line items. The master artist is responsible for managing and documenting expense items listed in the budget. CIA-CD reserves the right to audit expense records for a period of up to two years.
  - g) Statements made in this application are true and complete to the best of our knowledge.

\_\_\_\_\_  
Master Artist's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Apprentice's signature

\_\_\_\_\_  
Date

We request up to \$500 for additional supplies to purchase the following items: