Guidance notes for Residency Programme applicants

The V&A only accepts applications in response to an Open Call for Applications. Please do not submit applications that are not in line with the advertised Call.

These notes are to help applicants to the V&A Residency Programme complete the online application form on the V&A website. You should read these notes before beginning to complete the form online. It is helpful to work on your application in Word, then cut and paste it into the online application form. The online application is set out to help applicants structure their applications to meet the essential criteria for the programme.

Before you start writing an application, it might be helpful to consider whether you are eligible, and at the right point in your career to undertake such a commitment. Consider the following points:

Is this residency right for you?
Public engagement is a large part of the V&A residency programme, which sits within the Learning and Interpretation Department of the Museum. Residents hold regular open studios where visitors can come into the studio, see the resident at work and ask questions about their practice. In addition to this, residents have the opportunity of working with staff from the Learning Department to develop performances, workshops, talks, lectures and activities for a range of audience members, which depending on the resident’s interests and experience can include schools, families, students, adults and community groups.

If you don’t enjoy working with the public, and are not comfortable sharing your work in progress through open studio sessions, then this particular Residency is probably not for you.

In which discipline do you work?
The V&A regularly advertises for specific disciplines in art and design, for example, fashion design, digital design, sound art, animation, photography, calligraphy, and ceramics. This is usually to link up with major exhibitions or strategic aims for the Museum. If you do not work within the specified discipline, please do not apply.

Are you interested in the V&A collections?
Are you excited about having behind the scenes access to collections, to have the opportunity to study objects closely and to develop ideas around the Museum’s holdings? The V&A is keen to receive proposals that reinterpret or shed new light on our collections.

Are you at the right stage in your career?
Unless otherwise stated, the V&A Residency programme is largely aimed at mid-career UK based artists and designers who have worked independently for a number of years and have substantial experience in working within the discipline stated. Are you at a point where you want to have some time and head space to focus upon a new direction in your practice, or
develop new skills that will support new work? Have you experience of working with small and medium-sized organisations and think you are ready to work with a large institution like the V&A?

**Can you make the commitment?**
You will want to make the most of the opportunity if you are offered a Residency. It is understood that you may have other commitments during the residency. However, we hope that you will be at the Museum for much of the working week, and often at weekends for Open Studio sessions or carry out public engagement programmes.

**International Residencies**
Most of the V&A Residencies are aimed at UK based practitioners, that is, those currently living and working (with a UK work permit) in the UK. If the residency is marked as an International Residency, then non UK nationals or those living outside of the UK may apply. Successful applicants will need to apply for a UK visa through the usual process, but the V&A will support an application. For international Residencies, different conditions will apply depending on the residency. These conditions will be listed in the open call for applications.

**Application deadline**
The online system will not accept applications after midnight on the date specified as the closing date. The online application system is fairly reliable, but do try to get your application completed at least one day before the deadline. There is a risk that if there are a lot of people uploading images at the same time, the system is more likely to experience problems.

**Preparing your application.**
Leave yourself as much time as possible to do some background research and think through your proposal. You should consider the following:

The main aims of the residency programme:
• Enable the selected practitioner to draw upon the V&A’s collections to carry out research, learn new skills and create new work;
• Inspire public interest in creative practice and making;
• Create links between the V&A’s collections and contemporary art, craft and design practice;
• Undertake an imaginative participatory programme to engage the public (this could include workshops, open studios, talks, mass participation events, student projects, seminars etc.);

**The selection criteria:**
Proposals should be dynamic, ambitious and inspiring – pushing forward the boundaries of perception about creative practice. We are looking for an applicant who can adopt a range of different roles and who is keen to draw upon the resources of the V&A and to enter into a dialogue with the public.
Completing the online form & how applications are considered
Your written application should be completed in line with the online application. You should complete every section of the application.

The online application questions are listed below along with some guidance on how to structure the content of your application.

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<thead>
<tr>
<th>Online Application Questions</th>
<th>Guidance Notes</th>
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<tr>
<td><strong>A Essential information</strong></td>
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<tr>
<td>• Complete Personal Details</td>
<td>This section is self explanatory, you should complete this including details of references. Your references should both be individuals who you have recently worked with in terms of your art practice / arts education experience.</td>
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<td>• Supply names, contact details and relationship details for 2 potential references</td>
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<td>• Ability to work in the UK</td>
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<td><strong>B Experience</strong></td>
<td>Past Experience</td>
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<tr>
<td>1. Describe your creative practice and the thinking behind it.</td>
<td>The originality and quality of your work, and level of skills used to make the work including your past exhibition / display / exposure record</td>
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<td>2. Give details of any experience you have of working in a community or educational environment, or with working with the public.</td>
<td>Your past experience of working with the public as an artist or designer. An education qualification is certainly not expected, but some experience of working with the public is desirable.</td>
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<td><strong>C The Residency</strong></td>
<td>The Residency (your proposal)</td>
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<td>1. Give details of how you propose to use this opportunity to develop your practice.</td>
<td>Describe how this particular residency will help to take forward your practice. Discuss what new skills or research you would like to explore and outline why you think this is the right time for you to participate in this programme.</td>
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<td>2. Give details on how you propose to</td>
<td>This section should include suggestions of areas</td>
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<td>1</td>
<td>Any other information or skills that you think are relevant to this application. Give details of any specialist skills that you have which may be relevant to the application.</td>
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<td>2</td>
<td>Please upload a recent CV. Upload your CV, make sure this includes information on your whole career, including group and solo exhibitions, performances, commissions, publications, your education, teaching or community experience etc.</td>
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<td>3</td>
<td>Is there any further information that you think is relevant to this opportunity? If the application requests you to send films or sound, you should add these files to a website, and then add the web links to this section with brief outlines of what each file is. Also include any information about languages spoken, along with any further information you think is relevant.</td>
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<tr>
<td>4</td>
<td>Please upload up to 8 images at 70dpi with details of the image, materials Ensure that your images are the right size. If you upload images larger than 70 dpi, the panel will</td>
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What happens next?
Applications are considered by at least three members of staff. Do include all the information you want the panel to see in your online application. Unless otherwise stated, the panel do not visit websites or refer to information sent to them outside of the application process. Short listing will take place within a few days after the application closing date.

Once a short list has been selected, unsuccessful candidates are informed by email and shortlisted candidates are invited to interview. Interviews take place on the day advertised in the call for proposals and include a short presentation and a series of interview questions. The interview panel would most likely consist of the Residency Co-ordinator, curator, learning department staff and frequently an external curator or creative practitioner.

If you are offered the residency, a contract is sent for you to sign and plans and preparations are then made for your arrival at the Museum.
Residency Information – support and resources for appointed residents.

- All residents get a monthly bursary (dependent on the residency), which is subject to tax and national insurance. The bursary is paid in monthly instalments via a payroll system. This fee is inclusive of travel costs within the UK and living expenses.
- There will be an additional budget for production, studio equipment and materials to be agreed with the Residency Co-ordinator (dependent on the residency).
- Onsite studios at V&A South Kensington. There are three studios, two multimedia studios in the Sackler Centre and one dedicated Ceramics Studio within the Ceramics Galleries on Level 6.
- Sackler Studios each have water, electricity, chairs, tables and storage.
- The Ceramics studio has a small kiln, a wheel and specialist sinks and drainage. Some materials are available for use such as glazes and clays. A Public Ceramics Studio is attached to the Resident’s studio which includes 6 potters’ wheels.
- Residents are given access to a computer for the duration of their residency.
- Residents have access to the National Art Library is at the V&A, as well as the V&A RIBA Prints and Drawings Study Room.