



City of San Jose  
**OFFICE OF CULTURAL AFFAIRS**

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**CREATIVE AMBASSADOR  
2023 APPLICATION GUIDELINES**

**DEADLINE: 5:00 PM, OCTOBER 10, 2022**

**VIRTUAL INFORMATION SESSION: 5:30 – 6:30 PM, SEPTEMBER 7, 2022**

**PURPOSE:**

The role of the Creative Ambassador is to champion the power of creative expression and engage members of the public in finding their own creative voice. The Creative Ambassador's efforts will seek to recognize, celebrate, and promote diverse creative experiences citywide.

**BACKGROUND:**

The Creative Ambassador Program was launched in 2018 as a pilot project under the Office of Cultural Affairs' (OCA) San Jose Creates and Connects initiative to connect San Jose residents across communities and within neighborhoods through creative participatory experiences. Through San Jose Creates and Connects, OCA seeks to make the arts integral to residents' everyday lives by focusing on place-based opportunities for creative expression and connection throughout San Jose, showcasing the rich texture of its cultural landscape. The development of this initiative was informed by the national *Creating Connections* research on the role of creative expression in fostering meaningful connections with people, our community, and ourselves. OCA's objectives with San Jose Creates and Connects are for residents to see the arts as a way to celebrate their neighborhoods, connect with their neighbors, and have their voices heard. This initiative also celebrates the role of arts and cultural organizations, artists, and artist-run businesses in communities as cultural producers, teachers, neighborhood anchors, and community organizers.

**SCOPE OF WORK:**

Creative Ambassadors will serve a one-year term, between January 1, 2023 and December 31, 2023, during which time they will complete the following scope of work:

- 1) Promote the importance of creative expression in everyday life. The Ambassador is expected to:

- a) Have an active social media presence agree to use the #408Creates hashtag and @sjculture to promote creative expression.
  - b) Partner with OCA in promoting participation in the month-long WeCreate408 challenge.
  - c) Contribute an article on the topic of creative expression to OCA's newsletter.
  - d) Participate in media interviews as requested.
  - e) Act as a representative of cultural expression at local events and meetings to engage with residents as requested (up to 5 events, maybe virtual or in-person).
- 2) Produce a creative hands-on project in San Jose that engages the public in creative expression. Project must be open to the public and be participatory in nature. A proposal for the Creative Expression Project must be presented to OCA for approval before implementation. All projects must comply with Santa Clara County Public Health orders.
- 3) Attend quarterly Creative Ambassador meetings.

**ELIGIBILITY:**

- Applicant must have a current business or residential address within the city of San Jose and had a professional presence in the city of San Jose for at least three (3) years.
- Applicant must be a practicing artist in the performing, visual, literary, and/or media arts with at least a five (5) year track record of exhibiting, performing, publishing, or otherwise sharing their artwork with the public.
- Must be available and willing to fulfill the Creative Ambassador duties between January 1, 2023 and December 31, 2023.
- Applicant must be in good standing with respect to prior grants from the City of San Jose.

**NOT ELIGIBLE:**

- Applications from full-time students. While students may be involved in creative projects, the applicant may not be a student.
- Artists that have previously served as Creative Ambassadors.
- Current San Jose Arts Commissioners and City of San Jose staff.
- Incomplete applications, including failure to respond to application questions and/or to submit requested attachments.

**LEGAL AGREEMENT:**

- The City of San José reserves the right in their sole discretion to reject any or all applications, proposals, applicants, or projects, and to modify or terminate the application process or the selection process for any reason and without prior notice.
- Applicant agrees that any and all materials submitted pursuant to this application become the property of the City of San José and shall not be returned to Applicant. Notwithstanding the foregoing, Applicant shall retain all copyright in the work which may be held by Applicant.
- All applicants must be at least 18 years of age and have all necessary documentation and permits to work in the United States at the time of submittal of qualifications.

#### **COMPENSATION:**

Up to four Creative Ambassadors will be selected for the 2023 term. Each Ambassador will receive a stipend of \$9,500 to develop and implement an approved creative expression project within the Ambassador's term. Expenses for the proposed creative project will be drawn from the stipend. Funds will be released upon meeting deliverables as set forth in the contract between the Ambassador and OCA. The stipend may be received on behalf of the Ambassador by an organization with which they are closely affiliated or a nonprofit fiscal sponsor.

Please note: If recommended as an Ambassador, applicant or applicant's fiscal sponsor must have a valid business license on file with the City of San Jose and provide proof of current liability and auto insurance in order for payment to be issued. Lack of required documentation can significantly delay payment and project start dates. Artists that are not already directly affiliated with a nonprofit organization are highly recommended to secure a nonprofit fiscal sponsor.

Ambassadors will be selected on a competitive basis.

Creative Expression Projects supported through the Creative Ambassador Program are not eligible to receive support under another grant administered by the San Jose Office of Cultural Affairs.

#### **REVIEW CRITERIA:**

- **Artistic Track Record** including work sample, history of presenting in a public setting, and professional achievement.
- **Community Engagement Track Record** including demonstrated initiative in directly launching and coordinating creative projects involving community and responding to the cultural diversity of San Jose.
- **Communication Experience** with demonstrated ability to effectively communicate with the public both in person and in writing.
- **Professionalism** reflecting the values of the City of San Jose, including a commitment to honor diverse views and backgrounds.
- **Creative Expression Project Plan** including understanding of the project's target cultural communities, innovation of proposed creative strategies, depth of community engagement, and opportunity for creative participation.

When selecting the final cadre of Ambassadors, diversity of the overall cohort will be considered so that diverse disciplines and communities in San Jose are engaged.

#### HOW TO APPLY:

**Applications are due by 5:00 PM PST on Monday, October 10, 2022.**

Applicants are to submit answers through the [Call for Entries \(CaFÉ™\) form](#), work samples, Resume/CV and Budget by October 10, 2022.

[https://artist.callforentry.org/festivals\\_unique\\_info.php?ID=10101](https://artist.callforentry.org/festivals_unique_info.php?ID=10101)

All applicants must apply through CaFÉ™. There are no costs to register with CaFÉ™ or apply. FOR QUESTIONS ABOUT CaFÉ™: Please contact CaFÉ™ at 303- 629-1166 or 1-888-562-7232, or via e-mail at [cafe@westaf.org](mailto:cafe@westaf.org).

#### REVIEW PROCESS:

After an eligibility review by staff, applications will be reviewed by a panel consisting of representatives from the Arts Commission and individuals with arts, community engagement, and marketing expertise. The panel will recommend up to four applicants to serve as Creative Ambassadors in 2023. Recommendations will then be forwarded to the Arts Commission in November 2022.

**A virtual information session will be held on Wednesday, September 7 from 5:30 pm to 6:30 pm via Zoom. Please RSVP with this link <https://bit.ly/2023CLAInfoSession> please include any accessibility and/or language needs in registration.**

#### TIMELINE:

**Wednesday, September 7, 2022:** Info Session

**MONDAY, OCTOBER 10, 2022:** APPLICATIONS DUE BY 5:00 PM PST

**November 2022:** Creative Ambassadors Announced for 2023

**January 1, 2023 through December 31, 2023:** Creative Ambassador Term

**CONTACT INFORMATION:**

For information on the Creative Ambassador Program, please contact:

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