

## General Guidelines for Audio Artist Submissions through Online Portal\*

The following list gives general guidelines for all applicants. Each item will be presented as a separate form for you to complete on our online portal. Specific instruction can be found throughout the online application process. Required support material guidelines are listed below and in the online portal.

- Application information including your general information and requested dates of residency.
- Artist statement (1,500 char limit, ≈250 words) about your current work and a statement of intent (1,500 char limit, ≈250 words) of what you propose to work on while at the center and why this residency is important to you at this time or stage in your career. Your name or the name of your collaborator **MUST NOT** appear in the contents of either of these statements.
- Contact information for two professional references that are familiar with your current work and your potential to be a positive member of our community of residents.
- Professional history from your current resume or vita. Your name **MAY** appear in the contents of this information.
- An **OPTIONAL** professional practice or outreach proposal. If you are interested in engaging members of the Nebraska City community, you can provide us with information about the type of activity you would like to facilitate. This is **NOT** required and has no influence on your selection for a residency award.
- Support materials, or work samples, for your specific discipline. See the guidelines below for your discipline.

Application fee of \$35 paid via credit card through the online portal. The fee includes our base fee plus an additional Slideroom administrative fee for media upload. **All fees must be paid through the portal; check or money order CANNOT be accepted by the center.**

## Required Support Materials for Audio Artist Submissions

Upload 3 excerpts or complete works of representative compositions. Each excerpt or work must be no more than 5 minutes long. Only MP3 files will be accepted. Files must be under 30MB each.

Your name (and the names of your collaborators) **MUST be removed** from the sample files and contents. This includes the title and description areas in Slideroom. You may credit collaborators only by listing that the project is a collaboration and by explaining your role in the “Statement for Submitted Work.” Names of collaborators may be included in your resume.

Representative samples that include video are also acceptable. Video files should be submitted in MOV, WMV, MP4, MPEG, or FLV format and must be under 60MB each.

A combination of audio-only and audiovisual pieces can be submitted; upload a total of 3 samples, each no more than 5 minutes long.

Applicants may upload one additional file that is a PDF containing brief program notes on the works or excerpts submitted. Program notes should be kept under 200 words. PDF may be no longer than one page. Your name **MUST NOT** appear in the contents of the program notes.

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**\*KHN does NOT accept paper applications. All applicants must submit their materials through our online portal (<https://khncenterforthearts.slideroom.com/>). Applications are NOT accepted via mail or email.**