

atac: MetroWest Artists List Guidelines for Patrons, 2023-2024

So, You Want to Hire an Artist

Thank you for reaching out to atac in your search for an artist. We have an ever-growing list of artists and performers living or working in MetroWest to share. We have some information you can use when discussing your project and contracting an artist to work with you, as well as guidelines we ask everyone receiving names to follow.

The MetroWest Artist List (MWAL) and this process is all part of atac's mission to foster community and creativity through increased access to the arts. Please review this document before connecting with artists about your project.

If you have any questions, please ask; we can be reached via info@atac160.org.

Sincerely,
The atac team

Agreement

As a recipient of artist names and contacts from atac's MetroWest Artists List (MWAL), I confirm that I:

1. Will only contact artists for creative professional opportunities and not add them to any other mailing lists or share their information without the artist's expressed permission.
2. Will not share or post this list of contacts with any individual or organization without each artist's expressed permission.
3. Acknowledge that atac is not part of any contracting or negotiations and does not take a fee from either party for this service.

Thank you for taking the time to approach your conversations with local artists thoughtfully.

Some Basics

Information and Guidelines

Like other professionals, artists need information to do their job well. You don't need to know all the details, but it's best to have the following information on hand when asking an artist to work with you.

What is the ask?

Do you need a band to play a one-hour set at an outdoor festival, or a painter to create a 10x30' outdoor mural, or are you looking for a funny MC for a fundraiser?

When is it?

Have the date, time, season, or deadline handy. This lets artists know if the project is in their capacity.

Who is it for?

Who's the intended audience? Is it serious or fun? How many will engage with the artist's work? This lets the artist know if they are a good fit for the project.

What's the budget?

Don't wait until the end of the negotiation to talk about pay. Be upfront about your budget. If an artist's rate is outside your budget, simply say, "Thank you. That's outside our budget, which is _____. I appreciate your time." If you have additional things you can offer to compensate an artist for their work, you might respond with, "Thank you. That's outside our budget, which is _____. However, in addition to that fee, I can cover lodging (say where), travel expenses, materials stipend, and/or a daily meal stipend which would bring total compensation to _____."

Things that are *not* usually helpful in negotiating offers are the opportunity for exposure, saying your project is for a good cause, or asking why it's so much.

Ask Examples

A Band in the Garden

“I am looking for a band to play a one-hour set at an outdoor function for my garden club on August 15. The event is from 12-6, and I need music from 3-4. There will be about 50 people there eating and mingling while the band plays. We’re looking to add liveliness to the party, but we don’t expect dancing. We have a budget of \$600, but can also offer dinner and lodging. Please let me know if you’re interested. We’re looking to have the band booked by June 15th).”

A Mural to Inspire

“I work with a local domestic violence shelter, and the residents would like there to be a mural on the wall of our community room. It’s about 8x15 feet, and we’d like something that communicates hope. We are specifically looking for a woman artist, as they will be in the space with shelter residents while they’re working. Our budget is \$1,000, and we have business sponsors who can supply all the materials and meals while you’re working. If that is below your typical rate, we would be willing to discuss reducing the size of the mural.”

An Open Conversation

“My company would like to commission a sculpture for our office waiting room to commemorate our founder. We have a budget of \$2,000 and like your work. We don’t know enough about art to know what to ask but would love the opportunity to tell you more about our business and answer any questions.”

General Consultation

“I am the Principal of Learnington School, and we would like to create a sound garden for our elementary students. We don’t have a budget for this project or any idea how much it would cost. Would you be interested in speaking with us based on your work with (example of relevant work)? We will use this information to seek funding from grants and donors to complete this project in (time period).”