

National Endowment for the Arts
Panelist Profile Form Instructions



NATIONAL
ENDOWMENT
FOR THE ARTS

National Endowment for the Arts

Panelist Profile Form

Instructions



Arts Endowment panelists' advice plays a central role in reviewing applications for funding and in discussing policy issues about the needs of the arts.

We rely on panels composed of individuals who represent a broad range of artistic and cultural viewpoints and wide geographic and ethnic diversity. To help us identify and select qualified panelists, we have developed a database in which we maintain information about individuals' expertise and experience in the arts.

Our panels are composed of both arts experts and knowledgeable laypersons.

Most panelists are arts experts – persons who are qualified by their training, skills, or experience in one or more art forms. Our panels are enhanced by the service of laypersons who are knowledgeable about the arts but who are not engaged in the arts as a profession.

If you are interested in becoming a panelist, please complete and return the Panelist Profile Form so that we will have accurate information about your qualifications.

Resumé

Since the information provided on the *Panelist Profile Form* is a simplified description of your background and qualifications, we ask that you also send us a **one or two page** current resumé which describes your arts experiences and the knowledge and abilities you could contribute to the evaluation of Arts Endowment grant applications and policy discussions. Please identify your most significant and relevant performances; films; exhibitions; artworks; books, articles, or other published writings; honors, awards or other recognitions; board or other memberships; whether you have a professional license (if applicable in your field); and any relevant international art activities.

How to Complete the Form...

If you have received the material in electronic form, complete the form and return it to us by email with your resumé. If you have the form in hard copy, please type or print legibly and mark all appropriate check boxes. Send the form to us along with your resumé. **Please read the notes and instructions below before you complete the form.**

Preferred Address

Please include a mailing address (e.g., your work address) on the form. We track our panelists by home city and state, so if your mailing address is NOT your home address please include that as well, and fill in the appropriate checkboxes.

Arts Expert or Layperson?

-- Consider yourself an *arts expert* if you work in the public, private, or nonprofit sector with job responsibilities in the arts or in cultural planning or funding. You may be an artist, arts administrator, artistic director, arts scholar, foundation staff member administering arts-related programs, cultural arts advisor, arts educator, or a staff member of a state, local or regional arts organization or arts consortium, among others.

-- Consider yourself a *layperson* if you are knowledgeable about the arts but are not engaged in the arts as a profession. Your expertise may be demonstrated through recognition of your arts knowledge by arts professionals,

your leadership in the arts, your involvement in the arts through significant volunteerism, or your demonstrated expertise in artistic genres or arts-related fields.

Special Characteristics

The Arts Endowment’s enabling legislation requires us to convene panels that are ethnically diverse, so we must ask for information that allows us to comply with the statute. The classifications are prescribed by the Federal Government’s Office of Management and Budget for Federal reporting and statistical activities. They do *not* determine eligibility for participation on Arts Endowment panels. Identification of gender and disabilities is voluntary.

The categories are designed to identify your basic racial and national origin. If you are of mixed racial and/or national origin, you may check more than one box. You should choose the category(ies) with which you most closely identify yourself, as described:

American Indian or Alaska Native: A person having origins in any of the original peoples of North and South America (including Central America), and maintaining tribal affiliation or community.

Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American: A person having origins in any of the black racial groups of Africa.

Hispanic or Latino: A person of Mexican, Puerto Rican, Cuban, South or Central American, or other Spanish culture or origin, regardless of race.

Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Foreign Languages

Please list any non-English language(s) in which you are fluent.

Source of Recommendation

If you are filling out the Profile Form on behalf of someone else, please list *your* name, title and organization here. If you are completing the form at someone else’s request, please include *that person’s* name, title, and organization. If you are sending in the form on your own initiative, please write in SELF.

Arts Expertise

In this section you will describe the skills, experience, and/or training in the arts that you can contribute to a panel. On pages 7-12 there is a *List of Codes* for a variety of arts fields, roles, and areas of specialization. Select the appropriate code numbers and write them in the boxes on the Profile Form (one digit per box). Please select the codes that most closely approximate your areas of expertise. Shown below is an example of this section completed.

Primary Arts Expertise: From the *List of Codes* choose the art field (2-digit code) and one role/function (3-digit code) and one specialization/activity (3-digit code) that represent your primary expertise in the arts.

You are not limited to only those codes listed under one discipline or field. If you do not find an appropriate role/function or specialization/activity listed under your field category, please check the lists within other fields. If you find an appropriate category in another field, you may use that code. Write the corresponding code numbers in the boxes provided next to “Primary Arts Expertise.”

Other Arts Expertise: Use this section to describe additional qualifications or areas of arts expertise, if appropriate. You may include more than one role/function or specialization/activity within the same art field or include more than one art field, role/function, and specialization/activity.

EXAMPLE:

If you are a museum volunteer with extensive knowledge of Southeast Asian art, and you also volunteer at a presenting organization but you have no specialized arts presenting knowledge, you would complete the **Arts Expertise** section as shown here:

Arts Expertise

See *List of Codes* for appropriate numbers.

	Field		Role			Specialization		
Primary Arts Expertise	6	0	5	1	0	7	2	5
Other Arts Expertise	1	0	5	1	0			

Type of Organization

Select UP TO FIVE types of organizations with which you have had arts experience. These selections may represent both your primary and other arts experience.

EXAMPLE

If you are a member of an orchestra, are on the board of a local arts agency, and contribute articles to your local newspaper, you would complete this section as follows:

Type of Organization

Select up to five:

Arts/Cultural Organizations

- performing arts (dance, folk arts, music, opera, musical theater, theater)
- non-performing arts (design, folk arts literature, media, museums, visual arts)
- arts service organization
- regional arts organization
- state arts agency
- local arts agency
- artists' communities/live work spaces
- other

Funding Organizations

- public
- private
- corporate

Media/Journalism

- commercial film/radio/television
- public broadcasting
- independent production company
- newspaper
- trade publications
- scholarly journal

Please send the completed form and your resume to:

National Endowment for the Arts
 Office of Panel Operations
 Nancy Hanks Center
 1100 Pennsylvania Avenue, NW
 Washington, DC 20506-0001

Reporting Burden

The public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The Arts Endowment welcomes any suggestions that you might have on improving the panelist profile form and making it as easy to use as possible. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Office of Guidelines & Panel Operations, Room 620, National Endowment for the Arts, Nancy Hanks Center, 1100 Pennsylvania Avenue, NW, Washington, DC 20506-0001. Note; Applicants are not required to respond to the collection of information unless it displays a currently valid Office of Management and Budget (OMB) control number.

OMB No. 3135-0098 Exp. 8/31/2009

Privacy Act

The following notice is furnished in accordance with the Privacy Act of 1974, 5 U.S.C. 552a:

This information is solicited under the authority of the National Foundation on the Arts and the Humanities Act, 20 U.S. C. 951 et seq. and is used to select persons to participate in the Arts Endowment's application review process. Disclosure of this information may be made to members of Congress and to the general public, upon request in accordance with the Freedom of Information Act (5 U.S. C. 552). Personal biographical data including home address, home telephone number, and social security number will not be released and is exempt from disclosure under FOIA exemption (b)(6).

Equal Opportunity

Arts Endowment programs do not discriminate on the basis of race, color, national origin, sex, disability, or age. For further information, write to Director, Civil Rights Division, National Endowment for the Arts, Washington, DC 20506-0001.

List of Codes (NOTE: cultural specializations are at end of list)

05 ARTS ADMINISTRATION

Role/Function

015 Administrator/Manager
070 Arts Consultant
075 Assistant/Deputy Director
085 Board Member/Trustee
131 Computer-Based Artist
150 Consultant
155 Contract Employee
230 Educator
240 Executive Director/President
260 Former Board Member
265 Former Staff Member
285 Legislator
390 Program Director/Staff
460 Staff
130 Technology Specialist
510 Volunteer

Specialization/Activity

075 Audience Demographics/Development
090 Board Development
115 Community Development
225 Disability Access
612 Distance Learning
290 Facility Management/Planning
310 Financial Management
330 Fundraising
335 Governance
340 Grants Management
360 Individual Artist Support
370 Information Services
375 Inner City
420 Long-Range Planning
425 Marketing/Public & Press Relations
520 Organizational/Institutional Development
590 Publications
610 Rural
611 Website Design/Development

10 ARTS PRESENTING

Role/Function

015 Administrator/Manager
055 Artist Representative
060 Artistic Director/Staff
085 Board Member/Trustee
120 Company Manager
131 Computer-Based Artist
150 Consultant
170 Critic
175 Curator
215 Editor
230 Educator
335 Patron
365 Presenter
430 Scholar
485 Technical Director
130 Technology Specialist
500 Union Rep/Official

510 Volunteer
525 Writer

Specialization/Activity

020 Alternative Spaces
775 Arts Center
780 Contemporary
215 Dance
225 Disability Access
612 Distance Learning
785 Educational Institution
295 Festivals
390 Interdisciplinary/Performance Art
400 International Arts
455 Music
460 Musical Theater
515 Opera
665 Theater
611 Website Design/Development

20 Dance

Role/Function

015 Administrator/Manager
035 Archivist/Librarian
055 Artist Representative
060 Artistic Director/Staff
080 Ballet Master/Mistress
085 Board Member/Trustee
110 Choreographer
131 Computer-Based Artist
150 Consultant
170 Critic
190 Dancer
195 Designer
215 Editor
230 Educator
250 Filmmaker/Videomaker
315 Media Artist
330 Notator
335 Patron
365 Presenter
430 Scholar
480 Teacher/Artist
130 Technology Specialist
500 Union Rep/Official
510 Volunteer
525 Writer

Specialization/Activity

085 Ballet
225 Disability Access
612 Distance Learning
245 Early
285 Experimental
325 Folk/Traditional
405 Jazz
435 Modern/Contemporary
440 Movement Theater
650 Tap
611 Website Development

List of Codes (cont.)

25 DESIGN

Role/Function

015 Administrator/Manager
025 Architectural Designer (non-lic.)
030 Architect
085 Board Member/Trustee
131 Computer-Based Artist
150 Consultant
175 Curator
195 Designer
215 Editor
230 Educator
235 Engineer
350 Planner
370 Preservationist
430 Scholar
130 Technology Specialist
500 Union Rep/Official
510 Volunteer
525 Writer

Specialization/Activity

050 Architecture
225 Disability Access
612 Distance Learning
255 Environmental Design
755 Fashion and Costume Design
345 Graphic Design
565 Historic Preservation
355 History
365 Industrial/Product Design
395 Interior Design
410 Landscape Architecture
610 Rural
635 Space Planning
695 Urban Design/Planning
611 Website Design/Development

30 EDUCATION

Role/Function

015 Administrator/Manager
020 Advocacy Group Member
050 Artist in Residence
131 Computer-Based Artist
150 Consultant
160 Coordinator
185 Curriculum Development Specialist
216 Education Director
226 Education Staff
426 Evaluator
331 Parent
425 Researcher
435 School Board Member
436 School Counselor/Psychologist
440 School Principal/Assistant Principal
445 School Superintendent
476 Student
475 Teacher/Specialist
130 Technology Specialist
500 Union Rep/Official

Specialization/Activity

060 Arts
061 Assessment
210 Curriculum Development
225 Disability Access
612 Distance Learning
251 Elementary
381 Instructional Design & Development
510 Non-arts
561 Post-secondary
570 Pre-kindergarten/Early Childhood
574 Professional/Staff Development
576 Program Evaluation
616 Secondary
655 Teaching/Staff Development
611 Website Design/Development

35 FOLK & TRADITIONAL ARTS

Role/Function

015 Administrator/Manager
044 Anthropologist
045 Artist
055 Artist Representative
060 Artistic Director/Staff
085 Board Member/Trustee
150 Consultant
170 Critic
175 Curator
215 Editor
230 Educator
236 Ethnomusicologist
256 Folklorist
340 Patron/Collector
365 Presenter
430 Scholar
130 Technology Specialist
500 Union Rep/Official
510 Volunteer
525 Writer

Specialization/Activity

050 Architecture
150 Crafts
195 Cultural Anthropology
215 Dance
225 Disability Access
612 Distance Learning
305 Film
355 History
415 Literature
455 Music
600 Radio
605 Recording Production
640 Storytelling/Oral History
700 Video
611 Website Design/Development

(continued on next page)

List of Codes (cont.)

40 INTERDISCIPLINARY ARTS

Role/Function

015 Administrator/Manager
045 Artist
055 Artist Representative
060 Artistic Director/Staff
085 Board Member/Trustee
110 Choreographer
125 Composer/Arranger
131 Computer-Based Artist
150 Consultant
170 Critic
230 Educator
295 Librettist
340 Patron/Collector
345 Performer
355 Playwright
365 Presenter
380 Producer
430 Scholar
465 Stage Director
130 Technology Specialist
500 Union Rep/Official
540 Visual Artist
510 Volunteer
525 Writer

Specialization/Activity

225 Disability Access
612 Distance Learning
305 Film
380 Installation
411 Lighting Design
800 New Work: Musical Theater
805 New Work: Opera
540 Performance
600 Radio
620 Site Specific Work
630 Sound
700 Video
611 Website Design/Development

45 INTERNATIONAL ACTIVITIES

Role/Function

015 Administrator/Manager
045 Artist
060 Artistic Director/Staff
085 Board Member/Trustee
131 Computer-Based Artist
150 Consultant
170 Critic
215 Editor
230 Educator
335 Patron
365 Presenter
380 Producer
430 Scholar
130 Technology Specialist
500 Union Rep/Official

Specialization/Activity

200 Cultural Exchange
225 Disability Access
612 Distance Learning
250 Education
280 Exhibitions
295 Festivals
521 Organizational Partnerships
550 Performing Arts
685 Training
611 Website Design/Development

50 LITERATURE

Role/Function

015 Administrator/Manager
035 Archivist/Librarian
060 Artistic Director/Staff
085 Board Member/Trustee
090 Book Distributor
105 Bookstore Owner/Staff
131 Computer-Based Artist
150 Consultant
170 Critic
215 Editor
230 Educator
300 Linguist
305 Literary Agent
310 Literary Programmer
375 Printer
400 Publisher
430 Scholar
130 Technology Specialist
495 Translator
500 Union Rep/Official
510 Volunteer
525 Writer

Specialization/Activity

190 Creative Non-fiction
225 Disability Access
612 Distance Learning
260 Essays
300 Fiction
545 Performance Poetry
560 Poetry
611 Website Design/Development

55 MEDIA

Role/Function

015 Administrator/Manager
035 Archivist/Librarian
060 Artistic Director/Staff
085 Board Member/Trustee
131 Computer-Based Artist
150 Consultant
170 Critic
180 Curator/Programmer
200 Director
230 Educator
255 Film/Video Editor/Technician
250 Filmmaker/Videomaker

List of Codes (cont.)

55 MEDIA ARTS (cont.)

380 Producer
430 Scholar
480 Teacher/Artist
130 Technology Specialist
500 Union Rep/Official
510 Volunteer
525 Writer

Specialization/Activity

040 Animation
080 Audio Art
601 Audio/Radio
095 Cable
120 Computer Arts
225 Disability Access
612 Distance Learning
230 Distribution
235 Documentary
280 Exhibitions
285 Experimental
295 Festivals
305 Film
770 Film/Video
385 Interactive Arts
400 International Arts
470 Narrative
565 Preservation
585 Public Broadcasting
600 Radio
660 Television
700 Video
611 Website Design/Development

60 MUSEUM

Role/Function

015 Administrator/Manager
060 Artistic Director/Staff
085 Board Member/Trustee
115 Collector
131 Computer-Based Artist
145 Conservator
150 Consultant
170 Critic
175 Curator
215 Editor
230 Educator
245 Facilities Manager
270 Installation Designer
271 Internet Art Curator
272 On-line Archivist
335 Patron
395 Publications Director/Staff
420 Registrar/Collections Manager
430 Scholar/Art Historian
130 Technology Specialist
500 Union Rep/Official
510 Volunteer
525 Writer

Specialization/Activity

740 20th Century Art: post-1945
735 20th Century Art: pre-1945
025 American Art
030 Ancient Art/Archaeology: Mediterranean
525 Ancient Art/Archaeology: New World
035 Art of Africa, Oceania, & the Americas
065 Asian Art
135 Conservation: Objects
140 Conservation: Paintings
750 Conservation: Scientist
745 Conservation: Textiles
130 Conservation: Works on Paper
150 Crafts
201 Cultural Studies
220 Decorative Arts
225 Disability Access
612 Distance Learning
240 Drawings & Prints
710 East Asian Art
275 European Art
315 Folk Arts
715 Generalist
720 Latin American/Caribbean Art
480 Native American Art
555 Photography
725 Southeast Asian Art
611 Website Design/Development
730 Western Asian Art

65 MUSIC

Role/Function

005 Accompanist
015 Administrator/Manager
060 Artistic Director/Staff
085 Board Member/Trustee
100 Booking Agent
125 Composer/Arranger
131 Computer-Based Artist
135 Concert Manager
140 Conductor
150 Consultant
170 Critic
215 Editor
230 Educator
275 Instrumentalist
280 Keyboardist
290 Librarian
295 Librettist
335 Patron
365 Presenter
380 Producer
385 Program Annotator
400 Publisher
410 Record Producer
415 Recording Engineer
430 Scholar
130 Technology Specialist
455 Sound Artist

List of Codes (cont.)

65 MUSIC (cont.)

- 515 Vocalist
- 510 Volunteer
- 525 Writer
- Specialization/Activity**
- 100 Chamber
- 105 Choral
- 110 Classical
- 225 Disability Access
- 612 Distance Learning
- 245 Early Music
- 246 Electronic Music
- 265 Ethnomusicology
- 285 Experimental
- 295 Festivals
- 405 Jazz
- 465 Musicology
- 500 New Music
- 645 Orchestral/Symphonic
- 574 Professional/Staff Development
- 625 Solo Recitalist
- 611 Website Design/Development
- 705 World Music

70 OPERA

Role/Function

- 015 Administrator/Manager
- 055 Artist Representative
- 060 Artistic Director/Staff
- 085 Board Member/Trustee
- 110 Choreographer
- 125 Composer/Arranger
- 131 Computer-Based Artist
- 140 Conductor
- 150 Consultant
- 170 Critic
- 195 Designer
- 210 Dramaturg/Literary Manager
- 215 Editor
- 230 Educator
- 231 General Director
- 275 Instrumentalist
- 295 Librettist
- 530 Lyricist
- 325 Musical Director
- 335 Patron
- 365 Presenter
- 380 Producer
- 430 Scholar
- 431 Singer
- 465 Stage Director
- 470 Stage Manager
- 130 Technology Specialist
- 500 Union Rep/Official
- 510 Volunteer
- 525 Writer

Specialization/Activity

- 225 Disability Access
- 612 Distance Learning
- 226 Early Opera (Baroque)
- 285 Experimental
- 495 New American Work: Opera
- 496 Opera for Young Audiences
- 501 Professional Development
- 680 Traditional Opera

- 611 Website Design/Development

75 THEATER

Role/Function

- 010 Actor
- 015 Administrator/Manager
- 060 Artistic Director/Staff
- 085 Board Member/Trustee
- 131 Computer-Based Artist
- 150 Consultant
- 170 Critic
- 195 Designer
- 200 Director
- 210 Dramaturg/Literary Manager
- 215 Editor
- 230 Educator
- 320 Mime
- 335 Patron
- 355 Playwright
- 365 Presenter
- 380 Producer
- 405 Puppeteer
- 430 Scholar
- 450 Solo Performer
- 465 Stage Director
- 470 Stage Manager
- 535 Storyteller
- 490 Technician
- 130 Technology Specialist
- 500 Union Rep/Official
- 510 Volunteer
- 525 Writer

Specialization/Activity

- 790 Circus
- 110 Classical
- 780 Contemporary
- 225 Disability Access
- 612 Distance Learning
- 285 Experimental
- 440 Movement Theater
- 505 New Plays/Playwright Development
- 595 Puppetry
- 670 Theater for Young Audiences
- 611 Website Design/Development

80 VISUAL ARTS

Role Function

- 015 Administrator/Manager
- 045 Artist
- 060 Artistic Director/Staff

List of Codes (cont.)

80 VISUAL ARTS (cont.)

085 Board Member/Trustee
115 Collector
131 Computer-Based Artist
150 Consultant
170 Critic
175 Curator
215 Editor
230 Educator
335 Patron
430 Scholar
130 Technology Specialist
500 Union Rep/Official
510 Volunteer
525 Writer

Specialization/Activity

055 Artists Books
125 Conceptual Art
145 Contemporary Art
155 Crafts: Clay
160 Crafts: Fiber
165 Crafts: General
170 Crafts: Glass
175 Crafts: Metals
180 Crafts: Paper
185 Crafts: Wood
225 Disability Access
612 Distance Learning
240 Drawing
380 Installation
760 Other Genres
535 Painting
540 Performance
555 Photography
575 Printmaking
580 Public Art
615 Sculpture
630 Sound
700 Video
765 Visual Artists' Organizations
611 Website Design/Development

85 MUSICAL THEATER

Role/Function

010 Actor
015 Administrator/Manager
060 Artistic Director/Staff
085 Board Member/Trustee
110 Choreographer
125 Composer/Arranger
131 Computer-Based Artist
140 Conductor
150 Consultant
170 Critic
195 Designer
200 Director
210 Dramaturg/Literary Manager
215 Editor
230 Educator
295 Librettist

530 Lyricist
325 Musical Director
335 Patron
345 Performer
365 Presenter
380 Producer
430 Scholar
465 Stage Director
470 Stage Manager
130 Technology Specialist
500 Union Rep/Official
510 Volunteer
525 Writer

Specialization/Activity

225 Disability Access
612 Distance Learning
285 Experimental
490 New American Work: Musical Theater
675 Traditional Musical Theater
611 Website Design/Development

CULTURAL SPECIALIZATIONS

035 African
010 African-American
475 Alaskan Native
015 Anglo-American
070 Asian
012 Asian-American
009 European
011 European-American
801 Intercultural
720 Latin American/Caribbean
350 Latino-American
430 Middle Eastern
485 Native American
484 Native Cultures
449 North American
530 Pacific Islands/Oceania



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