

Institutional Recommendation Program 2010 Application Outline

<Purpose>

The aim of Tokyo Wonder Site is to act as a platform to transmit the information about art and to create art in Tokyo. Since its opening in 2001, as the stronghold for the creative communication, not only has TWS supported the artistic activities to create a new city with a diverse culture and different values, but also has hosted various programs, which have played more significant role than the cultural exchange programs in the past. "Creator-in-Residence", designed for active creators in the field of Visual Art, Architecture, Design, Video, Music, Performing Art, Research and Curation, to reside and to produce works, was opened in Aoyama, 2006. It is located in the central Tokyo which is considered as one of the most fashionable and creative areas in the city. Approximately 100 creators from all over the world are residing at TWS Aoyama: Creator-in-Residence every year and have opportunities to deepen creative exchanges with both international and local creators, and the citizens of Tokyo.

We are now calling for both international and local creators who are planning to undergo the cultural study and research based in Tokyo.

<Application Overview>

Residency Period (*Subject to change)

From 6th April to 30th April, 2010

From 6th April to 27th May, 2010

From 1st June to 17th July, 2010

<Eligibility>

1. Have to be a Creator who is expected to make good achievements in the near future in the field of visual art, architecture, design, music, performing art, research and curation.
2. Main purpose of the residency has to be for researching or producing works of which subject is related to "Tokyo," and shows the great dedication to the development of art and cultural activities in Tokyo. Creator has to submit a report about his/her accomplishments at the end of the residency.
3. Able to perform in the following events;
 - * Participate actively in the programs hosted by Tokyo Wonder Site.
 - * Deepen the mutual understanding and cultural exchange with other residing creators.
 - * Cooperate with public relations activity to promote the programs hosted by Tokyo Wonder Site
4. Independent and capable of working and living on his/her own.
5. Have sufficient ability to communicate in English with other residing creators.
6. Able to hold the position for more than 30 days.
7. Observe the regulations of Tokyo Wonder Site during the residency.

<Application period>

From 8th December, 2009 to 12th January, 2010

*Application Form must arrive no later than 12th January, 2010.

*Only application by post is accepted.

* Application Form must be sent either by certified mail or traceable delivery.

<Selection Process>

Tokyo Wonder Site screens the Creators by reviewing the applications and taking into consideration each applicant's achievements, abilities, personality and purpose of the residency. Tokyo Wonder Site makes all final decisions regarding the residency period of each applicants.

<Selection Schedule>

Application period: From 8th December, 2009 to 12th January, 2010

Selection stage: review with external examiner in the middle of January 2010.

*Participation of the selected creators will not be confirmed until the Annual Plan 2010 for Tokyo Metropolitan Foundation for History and Culture is approved by the board of directors at the end of March 2010.

*The final results will be announced on the website of Tokyo Wonder Site (<http://www.tokyo-ws.org/>).

We do not respond to any individual inquiries concerning the selection process and result.

<Application Method>

Please send 1 DVD or CD-ROM which contains the Application form and the materials to TWS Aoyama: Creator-in-Residence. Any application which does not meet the requirements stated in this outline will not be accepted. Submitted items are not returnable. Please write your name clearly on DVD or CD-ROM.

<Instructions for application form and the materials>

1. Application form including the records of achievement of exhibitions, concerts, workshops, residences and employment history.
2. Two letters of recommendation with signature from either art related organization or professionals specialized in the field of culture. (Letters must be written in English)
3. Examples of your Past works and Research

Provide your materials in the following format. Documents in other formats may not be viewed in the screening process.

*Please do not include any original works as submitted items are non returnable.

A. Still images of Artworks

Save maximum 10 jpeg images of the art works in “Still image” file.

(Each image has to be smaller than 2MB)

*Provide maximum of 10 still images of the past artworks produced within the last two years, as well as two or more photos of the works in progress including installation view. The captions of the works have to be noted on the jpeg images or in the documents with jpeg images in one of the following format. Please also complete the 18). List of works with title, year, size and materials in order of the images.

Format: Microsoft Word, Microsoft Power Point, Microsoft Excel

B.

1). Video (Moving images)

Save no more than 3 works, each of which are compiled within 5 minutes in “Video” file.

*Fill the title, year and original time in order of the works in 18). List of works. Include 1 or 2 captured jpeg images from each video.

*If the language written or spoken in the video is neither in English nor Japanese, please attach the written summary either in English or Japanese.

*Only .MOV, .MP4, .M4V format are accepted.

2). Sound

Save no more than 5 sound materials, each of which are compiled from 30 seconds to 2 minutes in length in “Sound” file.

* Fill the title, year and original time in order of the works in 18). List of works.

*Only .MMA, .WAV, .ACC, .AIFF, .MP3 format are accepted.

C. Thesis, Essay and Exhibition Catalogue (no more than 3 works)

*Enclose a copy of thesis, essays, or exhibition catalogues you curated (In English or Japanese) that has been published in the last two years.

* Fill the title, year and original time in order of the works in 18). List of works.

*Put the title and your name on a cover page, and the documents have to be filed.

The writings must be paginated as follows;

page number/number of the total pages. e.g., 1/4, 2/4, 3/4, 4/4

<Residence Facilities>

1. Guest room (wide-single: 38.33 m², single: 24.92 m²)
All rooms have bath & toilet, basic furniture, electrical appliances, kitchen with cutlery, towels and linens.

2. Tokyo Wonder Site provides following facilities as common use.

*Internet in guest rooms using a LAN cable.

*Common Space

- Living Room (with grand piano)

- Dining Room (with kitchen facilities, i-Mac, printer, TV)

- Library

- Laundry Space (washing machine)

Please access to our website to see the photos of TWS Aoyama.

URL <http://www.tokyo-ws.org/english/aoyama/information.html>

<Conditions of the Residency>

1. Only the creator himself/herself is allowed to stay.
2. Tokyo Wonder Site will not provide any financial support.
3. The residence may use the accommodation facility at no cost. However, food expenses, production expenses and other everyday living expenses are the creator's own responsibility.
4. Other than guest rooms, Tokyo Wonder Site will not provide any studio space.
5. Tokyo Wonder Site does not conduct any procedures concerning the application of visas. However, a Letter of Approval to stay will be issued upon request.
6. Tokyo Wonder Site shall not take any responsibility in relation to damage, accident or trouble caused by residents during his/her stay.
7. The Creator is responsible for arranging insurance to cover any possible accident, loss or damage (including but not limited to health insurance and general liability insurance) for himself/herself during his/her stay in Japan.
8. The use of products causing fire or smoke is strictly prohibited.
9. Creators are not to engage in any commercial activities during his/her stay in Japan.
10. As a general rule, creators are not permitted to leave Japan temporarily during his/her residency for the purpose of visiting their home country or any other country. Those who wish to travel for a few days for the purpose of his/her research must submit a request form to Tokyo Wonder Site 2 weeks before the travel.
11. Tokyo Wonder Site will hold the right to evict creators who have engaged in any illegal acts for Constitution of Japan (creators will be asked to leave immediately when illegal acts are found) and annoyance or immoral acts.
12. This program may be cancelled in case of Natural disaster or unexpected accidents happened.

<Inquiries>

Email: residence2009@tokyo-ws.org * We accept inquiries only by email

<Please send your application to TWS Aoyama: Creator-in-Residence>

TWS Aoyama: Creator-in-Residence

COSMOS Aoyama SOUTH 3F 5-53-67 Jingumae, Shibuya-ku, Tokyo 150-0001

TEL: +81-(0)3-5766-3732

URL: <http://www.tokyo-ws.org>

<Policy of Personal information usage>

Tokyo Wonder Site uses your personal information solely for contacting you on this program. Tokyo Wonder Site never uses or shares your personal information provided to us in ways unrelated to the ones described above also providing you an opportunity to opt-out otherwise prohibit such unrelated uses above also providing you an opportunity to opt-out or otherwise prohibit such unrelated uses.