



# Alan Cooper Leadership in the Arts Award

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## Program Guidelines 2019

### NOMINATION DEADLINE

Friday, November 30, 2018

### ABOUT MID ATLANTIC ARTS FOUNDATION

Mid Atlantic Arts Foundation (MAAF) was established in 1979 to promote and support multi-state arts programming in a region that includes Delaware, the District of Columbia, Maryland, New Jersey, New York, Pennsylvania, the U.S. Virgin Islands, Virginia, and West Virginia. Over the last 35 years, the Foundation has expanded its reach to include national and international initiatives. Mid Atlantic's work is focused on performing arts touring, jazz, independent film, support for individual artists, and international cultural exchange. MAAF develops partnerships and programs that reinforce artists' capacity to create and present work and advance access to and participation in the arts.

### PROGRAM DESCRIPTION

Alan W. Cooper served as Executive Director of MAAF for 23 years, from 1994 through April 2017. Under Cooper's Leadership, MAAF established a reputation for excellence, integrity, and innovative programs and services that extends beyond the mid-Atlantic region to national and international communities. Cooper fostered a true partnership among the region's State Arts Agencies and the nation's Regional Arts Organizations. His belief in the importance of public-private partnerships and international cultural exchange was reflected in the programs he fostered and promoted, including USArtists International, the French-American Jazz Exchange, Southern Exposure: Performing Arts of Latin America, and the Living Legacy Jazz Award. Cooper's commitment to diverse artistic expression and belief in the arts as an agent of change made him a champion of artists, arts organizations, and audiences throughout his career. His impact will be felt for many years to come.

Established in 2017, the Alan Cooper Leadership in the Arts Award honors the legacy of an arts leader who has made outstanding contributions to the arts through extraordinary leadership. The Award seeks to recognize individuals who continue Cooper's legacy of leadership in the arts sector.

### NOMINATION CRITERIA

MAAF believes that leadership takes many forms and is practiced at all levels; it is the ability to conceive, articulate, and execute a direction and purpose while fostering others' talents and the exchange of ideas.

The Alan Cooper Leadership in the Arts Award honors an active arts leader who has demonstrated outstanding leadership in the arts sector within the mid-Atlantic region. Exceptional candidates will have demonstrated impactful leadership through the development of innovative models while exemplifying a consistent dedication to the value of diverse artistic expression. Though not required for eligibility, MAAF is particularly interested in recognizing an arts leader who has made significant advances in the areas of public-private partnerships and international cultural exchange.



MAAF recognizes that diversity is a strength and encourages nominations for all diverse leaders as defined by race, ethnicity, nationality, sexual orientation, gender identity, disability, religion, age, geographic location, expertise, and professional level.

## WHO IS ELIGIBLE FOR THE AWARD

- Eligible nominees will have demonstrated impactful leadership in the arts in one or more of MAAF's nine partner jurisdictions of Delaware, the District of Columbia, Maryland, New Jersey, New York, Pennsylvania, the U.S. Virgin Islands, Virginia, and West Virginia; though impact may extend from the mid-Atlantic region to national or international communities.
- Nominations are encouraged for active arts leaders from all career stages (early-, mid-, and late-career).
- Nominations are encouraged for arts leaders from all areas in the arts industry.
- Eligible nominees must be a citizen or permanent resident of the United States.
- Though MAAF recognizes the value of collaborative leadership/co-leadership, only nominations for individuals are eligible for the award.
- The awardee must be available to attend the recognition event in May 2019.
- All nomination materials must be received no later than November 30, 2018.

## WHO IS NOT ELIGIBLE FOR THE AWARD

- Current MAAF board members and staff members, and their families, are not eligible for the award and are not permitted to submit nomination materials.
- Elected officials are not eligible for the award.
- Previous awardees are not eligible for nomination.
- Self-nominations are not eligible.
- Nominations received after the nomination deadline will be deemed ineligible.

## AWARD PRESENTATION

The recipient of the 2019 Alan Cooper Leadership in the Arts Award will be recognized at the May 2019 MAAF board of directors meeting. In addition to the acknowledgement event, the awardee will receive a \$2,500 honorarium.

## SELECTION AND NOTIFICATION PROCESS

MAAF administers the nomination, review, and award process of the program. A diverse panel of experienced arts professionals with expertise in arts leadership will review the nominations and recommend the award recipient to MAAF's board of directors for approval.

MAAF staff will notify the awardee in spring 2019 and, provided their acceptance, will confirm their status as the 2019 award recipient. The decision of the board of directors is final pending the awardee's ability to attend the recognition event in May 2019.

Mid Atlantic Arts Foundation reserves the right to withhold presentation of the award.



## NOMINATION PROCEDURES

All nomination materials must be received no later than November 30, 2018. Nomination materials must include:

- General Information Form
- Nomination Statement
- Nominee's Current Résumé
- One-to-three Letter(s) of Support

Optional materials include:

- Supplemental Material
- Demographic Data Survey

Nomination materials must be submitted as a single document and must clearly indicate the nominee's full name in the document heading. All materials must be submitted in one of the two following ways:

- As a single PDF file emailed to [adamp@midatlanticarts.org](mailto:adamp@midatlanticarts.org) OR
- As a single hard copy\* mailed in a single envelope to the following address. Please paper clip nomination materials; do not bind or staple materials.

Attn: Adam Plantz, Executive Assistant  
Mid Atlantic Arts Foundation  
201 North Charles Street, Suite 401  
Baltimore, MD 21201

\*note that submitted nomination materials will not be returned, please submit copies only

Please contact Adam Plantz, Executive Assistant, directly with any questions:

- email: [adamp@midatlanticarts.org](mailto:adamp@midatlanticarts.org)
- phone: 410-539-6656 x 102



## NOMINATION MATERIALS

### General Information Form

Complete the form included as an attachment.

### Nomination Statement

In no more than two (2) pages, submit a nomination statement by responding to the following prompt:

Briefly summarize the nominee's current résumé. Describe the nominee's most notable accomplishments as a leader in the arts sector. *If applicable*, discuss the nominee's work in the areas of public-private partnerships in the arts and/or international cultural exchange. Describe how the nominee's accomplishments influenced or benefited their community at the local, state, regional, national, and/or international levels. Provide specific examples of their work.

### Résumé and Letters of Support

Submit a copy of the nominee's current résumé, no more than two (2) pages in length. Provide one-to-three letters of support, one (1) page each.

### Optional Supplemental Material

In addition to the nomination statement, résumé, and letter(s) of support, nominators may elect to provide a web link for supplemental material supporting the nomination. This material may take the form of additional text documentation of no more than five (5) pages, audio or video file of no more than five (5) minutes length, or an image gallery of no more than ten (10) images.

The web link for supplemental material may be provided at the bottom of the General Information Form. Note: submission of supplemental material *is not required* in order to be considered eligible for the award.

### Optional Demographic Data Survey

As part of our broader diversity and inclusivity goals, MAAF seeks program participants that reflect the diversity of the mid-Atlantic region. In an effort to measure our effectiveness to reach diverse arts leaders from across the region, all nominators and nominees are invited to participate in a brief anonymous survey. We hope that this will help us understand who we are currently reaching, and how we can serve all communities in the region more effectively. Please know that participation in this survey is completely optional and will in no way impact or affect nominations in the award process.

In this survey, you will be invited to self-identify your age, professional level, gender, LGBTQ+ identity, racial and ethnic heritage, disability status, and to share how you learned about the award opportunity. Survey responses are anonymous and will only be used by MAAF staff for program evaluation.

Please consider completing this survey by clicking the link below or copy-and-pasting the URL into your search engine. Please also consider sharing this survey with your nominee – you may do so by sending them the same survey link.

Demographic Data Survey: <https://www.surveymonkey.com/r/TTGXYP9>

Thank you for helping us to improve this program!

## **FREQUENTLY ASKED QUESTIONS**

**Q:** Is an individual eligible even if they are not a CEO or an executive director?

**A:** Yes. Leaders exist throughout the industry, not just at the executive level. Furthermore, leaders work in a wide variety of areas including programming, presenting, fundraising, operations, and marketing, among others. Nominations will be evaluated based on the impact of nominees' accomplishments, not on tenure or job title.

**Q:** My nomination materials are longer than the page length limits stated. Will my materials be eligible?

**A:** No. Panelists will only review the first page of all letters of support and the first two pages of the nomination statement and résumé. Any additional pages will not be reviewed.

**Q:** Are letters of support from colleagues within the nominee's organization eligible?

**A:** While letters from individuals within the nominee's organization would not disqualify the nomination, it is recommended that letters of support come from colleagues outside the nominee's organization affiliation.

**Q:** Are arts leaders from for-profit organizations eligible for the award?

**A:** Yes, so long as they meet all other eligibility requirements.

**Q:** Am I allowed to provide links to additional information in the nomination statement, résumé, or letters of support?

**A:** No. Panelists will only review the nomination statement, résumé, and letters of support as written; links provided in these documents will not be reviewed. You may provide links to additional information as supplemental material at the bottom of the General Information Form.

**Q:** Can I submit supplemental material as a document attachment to the nomination instead of providing a link to the material online?

**A:** No. To aid panelist review of the nominations, supplemental material may only be shared via web links to documents online. If your supplemental material is not already available online, you may upload it to a website of your choosing or to a free service such as [Google Drive](#) or [Dropbox](#) and provide the link to the respective web address.

# Alan Cooper Leadership in the Arts Award

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## General Information Form – 2019

### NOMINEE INFORMATION

**Nominee's Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_  
(if applicable)

**Organization Affiliation:** \_\_\_\_\_  
(if applicable)

**Mailing Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Primary Phone:** \_\_\_\_\_

**Primary Email:** \_\_\_\_\_

Is the nominee aware of this nomination?  Yes  No

### NOMINATOR INFORMATION

**Nominator's Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_  
(if applicable)

**Organization Affiliation:** \_\_\_\_\_  
(if applicable)

**Affiliation with Nominee:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Primary Phone:** \_\_\_\_\_

**Primary Email:** \_\_\_\_\_

### SUPPLEMENTAL MATERIAL (optional)

URL/weblink: \_\_\_\_\_