



Administrative Support Program Service Offerings

Mentorship

CONNECTING ARTISTS WITH SEASONED ARTS PROFESSIONALS

ASP members receive access to arts professionals in the field who can provide them with guidance in planning and implementing their organizational and artistic visions. Pentacle communicates with interested artists to understand their needs and determine an appropriate mentor match from its pool of leaders. Once finalized, the artist and mentor meet for a minimum of eight hours over the course of the artist's ASP contract, according to a schedule that works best for both. Through open dialogue, observation, and evaluation, the mentor counsels the artist and invests time and expertise in the artist's success.

- *8 hours of mentorship costs \$550. Additional hours may be added on in increments of 4 for \$225.*

Administrative Personnel

PROVIDING ACCESS TO ADMINISTRATORS ON PENTACLE'S STAFF

Recognizing that it is very difficult to hire, train, and oversee part-time administrative staff, ASP gives artists access to a dedicated administrator on Pentacle's staff for a minimum of 25 hours throughout their ASP year. Pentacle assigns artists a Pentacle staff person according to the skills and experience necessary to carry out upcoming projects and tasks, which is completed under the guidance and with the additional help of ASP's director. [Click here](#) to view the types of projects your administrators could help you with.

- *25 hours of administrative personnel costs \$500. Additional hours may be added on in increments of 10 for \$200.*

Internships

RECRUITING, TRAINING, AND MATCHING ARTISTS WITH INTERNS

Through an extensive recruitment and interview process, Pentacle identifies potential interns and matches them with artistic entities seeking assistance through a 2-month internship period. Internships are facilitated through Pentacle's Education & Outreach department, and artists may participate without ASP membership. However, ASP members are offered participation in its internship program at a discounted rate and will be guaranteed acceptance. [Click here](#) to learn more about the benefits of the internship program.

- *Internships offer 80 hours of intern time for \$500.*





75 Broad Street, Suite 304 | New York, NY 10004
p: 212.278.8111 | f: 212.278.8555

Performance Opportunities

PRODUCING ANNUAL PERFORMANCES FOR ASP ARTISTS

ASP members may participate in any of the exclusive ASP performances or showcases that take place throughout the year, including:

1. Fall Further (fall performance opportunity at Dixon Place, NYC)
2. APAP (performance slot in a showcase at City Center Studios, NYC)

Pentacle fully produces each show: booking the venue, hiring and managing technical staff, completing general audience outreach, and handling all communication and administration. All ticket sales are redistributed back to the participating artists to be used on other ASP services.

- *Pentacle Presents and Fall Further are each offered for \$450. APAP is offered virtually for \$200 and in-person for \$800. All ticket income is redistributed back to participating artists to be use on more ASP services.*

Studio Space

SUPPORTING ARTISTIC PROCESS THROUGH SUBSIDIZED STUDIO RENTALS

Pentacle partners with Nancy Meehan Dance Company to offer discounted studio space in the historic Westbeth Artists Housing building at 55 Bethune Street. With an active online rentals calendar, space booking options are easily visible to artists and can be booked at any date/time that is available and convenient for the artist and collaborators. Rental requests and fees are administered by Pentacle, and artists access the studio using a lockbox.

- *6 hours of studio space rental costs \$75.*

Fiscal Sponsorship

OFFERING FREE MEMBERSHIP TO PENTACLE'S UNIQUE PROJECTS

All artists who are part of ASP have the option to receive membership to Pentacle's basic fiscal sponsorship program, Unique projects. This sponsorship program gives artists the ability to receive tax deductible donations and apply for foundation grants, as well as other nonprofit benefits such as discounted rehearsal space. Artists work with a dedicated administrator to clearly, reliably, and efficiently process their donations and send acknowledgments on their behalf.





75 Broad Street, Suite 304 | New York, NY 10004
p: 212.278.8111 | f: 212.278.8555

This service is ideal for emerging or established artists with project-specific fundraising needs.

- *Fiscal Sponsorship membership through Unique projects is free, and fees are the lowest for individual artists in New York City, starting at 5.5%. Please note that you do not need to have ASP membership to join Unique projects.*

Access to Materials for the Arts

PROVIDING ACCESS TO NYC'S LARGEST CREATIVE REUSE CENTER
ASP members receive access on a first-come-first served basis to Materials for the Arts, which is an organization that collects unneeded items from businesses and individuals, making those donations available for free to nonprofit organizations with arts programming, government agencies, and public schools.

- *Access to Materials for the Arts is free.*

Working Sessions

CONSULTING ARTISTS IN SPECIFIC AREAS OF NEED
Working Sessions offer artists a chance to work one-on-one with a Pentacle administrator who has expertise in a specific area they have questions about. Our staff leads the artist through the steps to solve the problem at hand, while also offering them tools to continue implementing the solution independently.

Topics include:

- Capacity Building & Management
- Fiscal
- Marketing
- Booking & Touring
- Grant Writing

- *Working Sessions are \$75 per consultation.*

Membership & Fee

There is an annual membership fee of \$1250 for participation in ASP. Throughout the contract period, each ASP service fee is deducted from the membership fee until all funds are used. If desired, ASP members may choose to use services that exceed the total value of the membership fee. Payment plan options are available.

