

## 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 8 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 difficult to hire, train, and oversee part-time administrative staff, ASP gives artists access to 25 hours of a Pentacle staff person's time. Pentacle assigns artists an administrator according to the skills and experience necessary to carry out upcoming projects and tasks. This service best serves artists who need assistance with 2-3 specific administrative projects that have a specific start and end date. [Click here](#) to view examples of the types of projects administrators can be helpful with.

- *25 hours of administrative personnel time 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 twice annually through Pentacle's Education & Outreach department, and is open to all artists. 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.*





## 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 (showcases offered at City Center Studios and Ailey Citigroup Theater, NYC)
3. Pentacle Presents (spring out-of-town performance)

Pentacle fully produces each show. Net income from ticket sales is redistributed back to the participating artists to be used on other ASP services.

- *Pentacle Presents and Fall Further are each offered for \$500. APAP is offered for \$800-900. 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. 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, apply for grants, and book rehearsal space at a discounted rate. Artists work with a dedicated administrator to clearly, reliably, and efficiently process their donations and send acknowledgments on their behalf. 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.





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### Access to Materials for the Arts

PROVIDING ACCESS TO NYC'S LARGEST CREATIVE REUSE CENTER  
ASP members receive access 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 senior staff person at Pentacle who has expertise in a specific area they have questions about. Working Sessions are a chance for artists to gain advice and education to implement change and solutions within their own entity.

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.

