

**AIR 3331 OPEN CALL APPLICATION**

**\*Please read below information carefully before proceeding to application**

**① Terms and Conditions of Residence Application**

By submitting this application form the applicant agrees to the following:

* Applications must be made with the intent to take up the residency
* Applicants must be able to cover the cost of the residence
* Upon accepting the residency, ALL changes and cancellations will incur a fee as stated in the “Method of Payment & Cancellation” section of our website
* **Applicants should be prepared to make full payment upon acceptance to the program. \*If you are applying for external funding, please select a residency period at least 3 months after the results of your funding applications are released to avoid sudden cancelations due to lack of funding.**

**② Submission Instructions**

Please fill out the application form completely and e-mail back to residence@3331.jp with the following materials:

* Recent CV
* Portfolio (at least 5 images, video, audio, essay or web links as relevant)
* Supporting materials to describe your residency project, as applicable (for example, sample schedules, images/videos, web links, etc.)

\*Please do not send files more than 2MB, if you have large files please zip them or send by online file sharing service.

**③ Deadline**

The current AIR 3331 Open Call is for residencies between May 1, 2018 - March 29, 2019. Applications will be closed once spaces have filled.

※ Please apply by March 30, 2018

**④ Basic Coordinator Support**

 Things we can do

- Share general information on what to do and see in Tokyo and how to get around

- Suggest where you can buy materials

- Consult on how to approach research/production

- Suggest artists and professionals who may be connected to a similar interest

- Publicize your events/residence on our home page and SNS

- Call on volunteers if such support is needed (must be booked before arrival in Japan)

- Spread word about your project and events around 3331 and through our connections

- Invite you to attend art-related or residence networking events

 Things we cannot do

\*Some of the below may be available with a fee and advance notice, please see “Support” page for optional support & fees

- Translate texts (other than those we request from you)

- Order materials and equipment

- Arrange networking meetings or portfolio viewings outside of AIR 3331-related events

- Design support

- Project research (other than suggesting resources and offering basic information)

- Install work / equipment / make fabrications for exhibition

- Make flyers and engage in other publicity than otherwise stated

- Clean or repair on the resident artist’s behalf

- Be on-call, or contact/engage in activities with you outside of our regular work hours (exceptions made for events)

**⑤ Inquiries**

If you have any questions please contact residence@3331.jp or +81(0) 3-6803-2441

Residence Program Coordinator (English/Japanese): Chihiro Yoshikura & Emily McDowell

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| **Applicant Information**  |
| **\*\*\*Mark before proceeding*** **Yes, I have read and understood the terms and conditions of this application**

 **(Page 1-2 of this form)** |
| Family Name |  |
| First Name |  |
| Nationality (\*As appears on passport) |  |
| Date of Birth/Age | Year/Month/Day (Age) |
| Full Address (\*Billing address preferred) | Street:City:State/Province:Country:Postal code: |
| Telephone number | Country code, area code, and number |
| E-mail  |  |
| Website |  |
| Occupation |  |
| Affiliated Organization(s) |  |
| How did you hear of residence program? (Check all that apply) | * Search engine (Google, etc.)
* Residence listing website

Please specify:* Visiting 3331 Arts Chiyoda
* From a past participant or person involved with 3331
* From an organization, school, funding body, etc.
* SNS (Facebook, Twitter, Instagram)

Please specify: |
| Language Proficiency | English: □Fluent □Advanced □Intermediate □Beginner Japanese: □Fluent □Advanced □Intermediate □Beginner  |
| Field Information | □Arts □Curating □Research Please specify:  |
| Residency Period (available in 4 week/ 28 day units between 1-3 months) | Preference 1: Year Month - Year Month Preference 2: Year Month - Year Month Preference 3: Year Month - Year Month (Number of weeks: )  |
| Visa Requirements | * Yes, I need to apply for a visa.

Visa type: Required documents from 3331: \*It is the responsibility of the applicant to research and apply for the appropriate visa and to carefully check necessary documents.  |
| **Plan Preference** \*See page 2 for notes on basic support |
| * **PRIVATE STUDIO PLAN:**

**(Soto-Kanda Studio) ＋ Nishikicho Residence ＋ Basic Coordinator Support\***Private studio inside 3331; Separate accommodation (private room and shared amenities, 20 min. walk from 3331) | * **SHARED STUDIO PLAN:**

**(Nishikicho Studio) ＋ Nishikicho Residence ＋ Basic Coordinator Support\***Shared studio (2F); Private room and shared amenities (3F); Facility 20 min walk from 3331 |
| **Optional Services** |
| ① Additional Space \*Please describe details of your request in “Plan of activity” below. This information will be used to suggest an appropriate space and an estimate. | * Yes, I am interested in additional rental space inside 3331 Arts Chiyoda. \*Rental fee applies, please contact us for details on pricing and availability

Approximate dates: Approximate size:Purpose: □ Exhibition □ Workshop □ Other event |
| ② Additional staff support \* Please describe details of your request in “Plan of activity” below. This information will be used to provide an estimate. | □ Text translation (other than artist profile and basic event information)* Language interpretation for events or specific research
* Artist card or event flyer template and printing
* Guided tour of art spaces, craft or cultural workshop
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Personnel fees apply. Some services may be unavailable depending on the timing and the task. Please see our website for a full list of services and fees: http://residence.3331.jp/en/support/ |
| ③ Guests(Non-program participants) | 1. Name, gender, and age, relation to applicant, email2. Name, gender, and age, relation to applicant, email\*Additional 5,000 JPY per night per person (if room is available). Please consult in advance. |

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| **Artist Profile** (under 300 words) |
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| Education |
| Year | Month |  |
|  |  |  |
| Employment |
|  |  |  |
|  |  |  |
| Exhibitions, projects, workshops |
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| Residency Experience  |
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| Awards, grants, publications, etc.  |
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| **Plan of activity with AIR 3331** (under 500 words) |
| Please submit as much of the following information as possible: 1. Project concept and expected result
2. General plan/schedule for carrying out the project from start to finish
3. Intended use of studio (and if applicable, describe request for additional space)
4. Form of final presentation of work/work-in-progress (exhibition, open studio, workshop, etc.)
5. Expected coordination needed (if applicable, describe request for additional staff support)
6. Reasons for choosing 3331 Arts Chiyoda and this locality (Chiyoda City, Kanda, Akihabara area, Tokyo etc.) in particular.
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| **Funding Information** | * Self-funded □ Grant, scholarship, etc.
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| \*This information is required for those applying for funding.  | Supporting organization:Affiliation:Position held (if applicable):Required documents (ex: Letter of Acceptance, etc.):E-mail:Phone number:Funding Status □ Paid □ Confirmed (Payment Date: )□ Under review (Result by: ) |

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**Thank you for your interest in**

**AIR 3331 Open Call!**

RAIR 3331 Coordinator

Chihiro Yoshikura

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AIR 3331 Coordinator

Emily McDowell