



New
Mexico
Humanities
Council

NMHC CHAUTAUQUA

New program applications

The Chautauqua includes more than 80 speakers, living history presenters and storytellers. Some 300 programs a year are booked by not-for-profit organizations, government organizations and schools.

Proposals for new programs are being accepted through September 13th. Programs may be speeches or living history presenters, who appear in costume and speak as the character.

The Council is especially interested in topics and characters relating to international history; science, medicine and technology, global power shifts, comparative religion and other current issues. Presentations will be judged on accuracy and educational and humanities content.

For application materials or to discuss a possible program, contact Jacobo Baca, New Mexico Humanities Council 4116 Silver Avenue SE, Albuquerque, NM 87108; 505.633.7371; nmhcchautauqua@gmail.com
Visit the Web site at www.nmhum.org.



Chautauqua Program – Now accepting proposals

Due September 13, 2013

Thank you for your interest in the New Mexico Humanities Council's Chautauqua program.

The deadline for submissions is Friday, September 13, 5:00pm. To be accepted, you must be a resident of New Mexico and your proposal must demonstrate a thorough knowledge of your subject or the person you are portraying. Applications that pass the initial review process will be asked to audition in Albuquerque later in the fall, likely in mid-October.



We cannot accept any new storyteller or mountain man programs this year, in the interest of maintaining diversity in the program.

Attached is an application form, including a brief description of humanities content in Chautauqua programs. Please read it carefully, to be sure your proposal fulfills the requirements.

We are in the process of updating a detailed description of all the policies and procedures for the Chautauqua program, which I will send you as soon as possible. In the meantime, some key points:

- You may list up to three programs, and may do 6 performances a year. Performances beyond 6 will be at the discretion of the Chautauqua Program coordinator & NMHC staff.
- Your program and contact information will be listed on the Website and in the new catalog to be printed early next year. Sponsors contact the scholar and arrange a date, then make application to NMHC. Scholars and sponsors are responsible for promoting their program.
- Payment is: for a program within a 200 mile round trip of your home, \$175; more than 200 miles, \$225 for the first program and \$175 for any additional programs that you book. Allowable expenses: .375 per mile, \$25/day meals (typically reserved for out of town trips), and \$70 night lodging where appropriate.

If you have questions, or if you would like to discuss your application at any point, please e-mail me or call the number below. Earlier is better than closer to the deadline.

I look forward to reviewing your proposals and to adding exciting new programs to the Chautauqua this year.

Jacobo Baca

Program Coordinator
nmhcchautauqua@gmail.com
505.633.7371



Humanities content in Chautauqua programs

Chautauqua programs must offer more than entertainment – they must include significant “humanities content.”

The humanities are the study of human culture with particular emphasis on the liberal arts; the cultural implications of the natural sciences, social sciences, and associated professions; and individual philosophic self-expressions. Within their traditional university setting, the humanities encompass and are by no means restricted to the disciplines of: anthropology, archeology, comparative religion, ethics, fine arts, history, jurisprudence and philosophy.

The humanities also include other interdisciplinary fields such as American Studies, Latin American Studies, Women’s Studies, Native American Studies, and African American Studies.

The ‘humanities content’ of a Chautauqua program means a discussion of how the topic relates to or has affected human culture, or why a character was significant in the development of culture and civilization.

The most important public mission of the humanities is the improvement of the quality of civic discourse. That is why a question-and-answer session is a required element of a Chautauqua program: the programs are intended to stimulate thinking and inspire discussion.

If you have questions about the humanities content of your proposal, contact us before the September 13 deadline: 505.633.7371 or nmhchauttauqua@gmail.com

The New Mexico Chautauqua



HOW THE CHAUTAUQUA WORKS

The Chautauqua schedules up to 300 programs a year in all corners of New Mexico, in cooperation with the New Mexico Department of Cultural Affairs. The number of programs is limited by funding, and they are distributed throughout the year. Each month is allotted a number of programs.

As a Chautauquan, you are an independent contractor with the New Mexico Humanities Council. We contract with you only to provide programs as scheduled.

You may do up to 6 programs a year for the Chautauqua. You are free to accept any engagements outside the Chautauqua program for any fee you negotiate.

Your contact information (e-mail, telephone, address, Web site), as well as a picture and a description of your program, will be published on the NMHC website and in a catalog. The website will be updated as quickly as possible, and we plan to have the catalog published early next year.

Scheduling programs

Program sponsors are instructed to contact you first and arrange a date. Then the sponsor sends NMHC an application and a \$100 fee (\$50 for schools, grades 6-12). NMHC approves or disapproves the program. Reasons programs are not approved include: sponsor not eligible, program not open to public, or all program slots for the month are filled. If the program is approved, NMHC sends the sponsor written verification and sends you, the scholar, a payment form that you will fill out after the presentation and return to us, signed by yourself and by the project director. We also send the sponsor an evaluation form to return to us (and we send you a copy in case the sponsor has lost the form.)

You can not receive payment for programs unless they are properly booked. If you find, within a week or so of a program, that you have not received a payment form, call the program coordinator at the number below.

Payment

Payment to scholars is as follows: \$175 per presentation; \$225 for the first presentation if travel is more than 200 miles round-trip and \$175 for additional presentations on that trip; mileage at \$.375 per mile; lodging up to \$70 where justified; and meal allowance of \$5 breakfast; \$8 lunch; and \$12 dinner. Lodging is provided, in general, if you would have to be on the road before 7 am or after 10 pm. It is to everyone's benefit if you can book at least two programs in a community that requires a lengthy trip. The meal allowance is reserved for out of town trips. Checks are mailed on the last day and the 15th of each month or the nearest prior business day. Sponsors must remit the completed evaluation form before the NMHC will issue payment.

You can remit your completed scholar payment form (signed by both the sponsor and yourself), via mail, as a pdf emailed to the program coordinator, fax it to us or drop it by our offices in Albuquerque.

Promotion

You are responsible for promoting your program. NMHC promotes the Chautauqua in general, and mentions the achievements of scholars in the newsletter as space allows, but can not promote individual programs. Once a year, NMHC will send you a list of program sponsors, with contact names and telephone numbers that you can use in your own promotional efforts.

In summary, your responsibilities are:

- Promote your own program.
- Your program should be one hour long, including question and answer. Usually, this means about 40-45 minutes of program.
- When someone calls you to schedule a program, be sure he/she understands that an application must be submitted to NMHC 30 days in advance of the program.
- Make sure the sponsor knows what you need to do your presentation – a microphone, a screen, or a place to change into your costume (we hear stories of Chautauquans changing in their cars).
- Make sure your payment forms are completely filled out and signed before you return them. (Otherwise, they will come back and payment will be delayed.)
- At the program, mention to the person in charge that the evaluation form is important and must be returned to us, and that the introduction must give credit to NMHC and the Department of Cultural Affairs, as noted on the evaluation form.
- Provide an annotated bibliography for those in the audience who may wish to do additional reading.
- GIVE A GOOD SHOW AND HAVE A GREAT TIME!

Sometimes an issue: If you are presenting a character, you may use language that is appropriate to that character, but offensive to some today. If there is any chance your language will offend the audience, ask the person introducing you to say something like the following: “In the interests of historic accuracy, this character may use language that bothers you. If that happens, please ask about it at the question and answer session.” This can not only head off criticism, but stimulate interesting discussion.

The sponsor’s responsibilities are:

- To provide agreed-upon facilities for your program.
- To advertise the program to the public, giving credit to the NMHC for sponsorship.
- To mention in the introduction that the program is provided by the New Mexico Humanities Council and the New Mexico Department of Cultural Affairs.
- To return the completed program evaluation.
- To remit payment for the program in a timely manner.

Your rights

- A sponsor contracts for a program of about one hour – 45 minutes of program and 15 minutes of question and answer is typical. Sometimes a sponsor will expect the Chautauquan to be available

for longer periods, even all day. It is up to you whether you agree. You do not have to spend longer; if you do, you are donating your time.

- Each program must be booked and paid separately. If one program is booked and the sponsor asks you to give two or more – again, it is up to you whether you want to donate the time and energy.
- Sponsors sometimes want Chautauquans to give workshops. The Council does not fund workshops – we can pay you only for the programs listed in our roster.
- You are always free to accept bookings outside the Chautauqua purview, and to negotiate your own price and conditions.

Disagreements between scholar and sponsor are rare, but occasionally arise. If this happens to you, don't hesitate to refer the sponsor to NMHC for a clarification.

Contact information

Please forward and question to:

Jacobo D. Baca
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Chautauqua Program
505.633.7371
505.633.7377 (fax)
nmhcchautauqua@gmail.com

NMHC Website: www.nmhum.org

Chautauqua Online Catalog: <http://nmhum.org/programs/catalog/>