



# National Registry of Artists and Cultural Workers

## APPLICATION REQUIREMENTS FOR INDIVIDUALS

### DISCLAIMER

The National Registry of Artists and Cultural Workers at the Culture Division reserve the right to:

1. Reject applications that contain claims or evidence that are proven to be false.
2. Conduct due diligence as part of verification of the information provided in and along with applications.
3. Recognise competencies in accordance with standards set by the Assessment Committee of the National Registry of Artists and Cultural Workers.
4. Information provided for the fields Ethnicity and Religion in the section Personal Information is confidential and solely for the purposes of the Ministry with responsibility for Culture.

All individual applicants are required to submit:

1. Proof of Trinidad and Tobago citizenship: One form of valid picture ID and Birth Certificate or valid Passport
2. Samples of published work for each **field of endeavour** selected
3. A **letter of recommendation** for all selected fields of endeavour from: A reputable group or umbrella body / state agency or institution with a history or mandate to work in the culture sector / educator with advanced standing, degree or equivalent experience / an established artist in the culture sector
4. A **profile** of no more than 300 words reflecting your work in the culture sector
5. A **headshot** of yourself (4X6 inches)

Optional:

- Proof of membership from an organisation in relation to selected fields of endeavour
- Copies of academic certificates where applicable to selected fields of endeavour

### FIELDS OF ENDEAVOUR

Here is a selection of fields of endeavour applicants can choose as a reflection of their career as an Artist and/or Cultural Worker. Applicants can choose fields from both classifications, and / or, state a field that is not listed. The listed Fields of Endeavour are categorised based upon sector of activity.

#### ARTISTIC FIELDS OF ENDEAVOUR

##### Advertising

Artistic Direction (Advertising)  
Creative Direction  
Modelling

##### Architecture & Landscaping

Architectural Design  
Landscaping  
Technical Drawing

##### Art Objects

Handicraft  
Pottery  
Jewellery Making

##### Broadcast Media

Television Direction

##### Design

Fashion Design  
Furniture Design  
Graphic Design  
Interior Design  
Web Design

##### Festival & Folk Arts

Mas (Carnival Band)  
Mas (Design)  
Mas (Individual)  
Mas (King & Queen)  
Mas (Traditional)

##### Film & Video

Film Direction

##### Literary Arts

Poetry  
Prose Fiction  
Storytelling

##### Music

Music Arrangement  
Music Composition  
Music Direction  
Music Performance (Instrument)  
Music Performance (Steelman)  
Music Performance (Vocal)  
Percussion  
Song Writing

##### New Media

Animation

##### Performing Arts

Acting  
Artistic Direction  
Dance  
Choreography  
Playwriting  
Puppetry  
Theatrical Direction

##### Visual Arts

Drawing  
Installation  
Painting  
Photography  
Sculpture

#### CULTURAL WORK FIELDS OF ENDEAVOUR

##### Art Objects

Wire Bending

##### Broadcast Media

Broadcasting (Radio)  
Broadcasting (Television)  
Camera Operation  
Disc Jockey  
Technical Direction (Television)  
Television Production

##### Design

Costume Design  
Lighting Design  
Set Design  
Software Design  
Sound Design

##### Events & Entertainment

Artist Management  
Cinema (Distribution)  
Cinema (Exhibition)  
Event Management  
Promotion

##### Festival & Folk Arts

Band Leadership (Mas)  
Traditional Knowledge

##### Film & Video

Cinematography  
Film Production  
Sound Engineering  
Special Effects  
Technical Direction (Film)  
Videography  
Video Editing  
Video Production

##### Libraries & Arts Institutions

Arts Administration  
Arts Education

##### Music

Band Leadership (Music)  
Band Leadership (Steelband)  
Making of Musical Instruments  
Music Production  
Pan Making  
Sound Recording

##### New Media

Application Development  
Broadcasting (Internet)  
Publishing (Social Media)  
Software Development  
Video Game Development

##### Performing Arts

Exhibition (Performing Arts)  
Stage Management  
Technical Direction (Theatre)  
Theatrical Production  
Wardrobe

##### Print Media & Publishing

Journalism  
Publishing (Literature)  
Publishing (Music)

##### Visual Arts

Exhibition (Visual Arts)

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## NOTES ON APPLICATION REQUIREMENTS

1. Minors applying to the National Registry of Artists and Cultural Workers must submit a letter of consent/authorisation from their parent/guardian with their completed application.
2. Persons must produce samples of work or evidence which shows visible credits for the producer of the work.
3. All applicants are required to submit at least five (5) samples of work with the exception of Authors (See No.4a.), Filmmakers (See No.4b.), Photographers (See No.9) and Visual Artists, Designers and Artisans (See No.10).
4. Print and/or audio-visual evidence must be submitted to support each field of endeavour. Examples are as follows:
  - a. For authors, at least three (3) samples of published work
  - b. For filmmakers, credits for at least three (3) samples of work released for public viewing
  - c. Programmes and playbills crediting applicants in the performing arts
  - d. CD Jackets showing credits for performers
  - e. Photographs of artwork for visual artists
  - f. Recommendations from copyright organisations for songwriters
  - g. Links to their website/webpage (if available)
  - h. 'YouTube' videos which should also exist in DVD format
5. Letters of recommendation must:
  - a. Endorse competencies for which a person is applying and each competency must be covered by a recommendation;
  - b. Endorse the applicant's body of work;
  - c. Bear the letterhead of the organisation the recommender represents or if it is a personal recommendation, provide the contact information of the recommender;
  - d. Recommenders for applicants can be non-nationals
6. Academic transcripts are optional and can be included in the application procedure upon request.
7. Persons submitting samples of work produced at an academic institution should:
  - a. Ensure where applicable, that authorisation from the respective institution is granted.
  - b. Supply additional samples of work credited to them as an independent artist or cultural worker outside of the respective academic institution.
8. Performers should submit:
  - a. Samples of work evidenced by copies of playbills for at least five (5) productions in which they have appeared.
  - b. Copies of at least five (5) video recorded performances that may be footage from events/shows in which the performer has participated.
  - c. For Music Performance, evidence of work as public performances of five (5) different works or pieces.
  - d. Isolated samples of their work, vocal, instrument or dance activity respectively, if they are a background vocalist, member of a music band/ensemble or a dance group/company.
  - e. Actors in film and documentaries should submit a copy of the work in which they have appeared, bearing credits.
9. For Photographers:
  - a. A portfolio of a minimum of fifteen (15) photographs must include work in the public domain other than what is found on an applicant's website. Citations by a bona fide organisation or publication can supplement an on-line portfolio or website. Work must be published or publicly exhibited in at least three (3) independent places.
  - b. Where the body of work consists of 'commercial photography', testimonials from the client must be supplied on the company's letterhead.
  - c. The applicant should show evidence of having worked in the field of photography for at least three (3) years or submit academic certificates that attest to qualifications in this area.
10. For Visual Artists, Designers and Artisans:
  - a. A portfolio of a minimum of fifteen (15) pieces must be submitted. This should constitute work done over a period of time in each selected field of endeavour.
  - b. Where the body of work consists of 'commercial photography', five (5) client testimonials must be supplied on their company's letterhead alongside fifteen (15) photographs for each testimonial.
  - c. Broader categories such as Visual Arts and Applied Arts can be used if an applicant is involved in diverse activities/fields of endeavour under a particular artistic category.
11. Applicants submitting samples of audio production published on digital music platforms such as Sound Cloud and iTunes are creditable.