

FIELDWORK PROTOCOL AND PRACTICE 4/22/19

Launched May 2018 as part of Race Forward – revisions made 4/22/19 jwc/srg underlined.

Launch Spring Fieldwork with new Values Statement and aligned pedagogy, new reflection and support practices.

The following protocol and practice will be used for all Fieldwork and Open Trial Days and any other implementation of Fieldwork.

We are accountable to each other, to the facilitator(s) and to the participants!

For Facilitator:

Field staff will pre-meet with Facilitator to:

- review Guidelines with new race explicit values language and our expectations;
- actively support them so they can model that language and practice for participants;
- confirm if they need any foreseen additional support or professional development opportunities (PISAB, coach etc);
- remind them of bi-weekly check-ins with the Field,
 - remind Facilitator of expectations and payment for check-ins and debrief.

Field staff will attend OTD and first FW session, closing session and 1 other mid-point sessions of FW.

Facilitator will read through Guidelines with the participants verbatim at the 1st session and at OTD.
All participants will introduce themselves with name and pronouns at 1st session and OTD.

Throughout the Fieldwork session Field staff will:

- bi-weekly check-ins with the facilitator re. particularly any interpersonal or institutional racism in the space, room or structure;
- support the facilitators as artists and as artists of color specifically;
- if necessary, the facilitator will check-in directly with FW artists and/or artists of color in particular if need be (email or call is fine).

At the End of Session Field staff will:

- use new evaluation doc for end of Fieldwork session with an intentional focus on Values Statement and race explicit focus;
- debrief with the facilitator and review the Guidelines and the Evaluations.

For Artists/Participants:

- Fieldwork facilitator will:
 - For new participants: pre-session call and check-in with them about what will happen at first session, any questions, share the Guidelines; intentionally discuss race explicit language and our values – “do you have any questions about this work? Does it resonate with you?”
 - Check-in throughout session with artists if need be; particularly with historically marginalizes artists, artists of color, or artists new to Fieldwork.
 - Review any evaluation questions or comments with artists directly if need be.