

Guide for Teaching Artists

Welcome to artlook® - the future of arts education data.

artlook® Michigan is an interactive mapping platform sponsored by MI Creative Potential that gathers, displays, and combines data regarding the availability and distribution of arts staffing, funding, services, and needs on a school-by-school basis.

By joining artlook® Michigan, you can collaborate with your community, showcase your programs, and be part of a connected, thriving arts education network. Your presence on the platform not only makes it easier for schools and other organizations to connect with you but also contributes to a more accurate understanding of the reach, impact, and equity of arts education in your community.

You, as a teaching artist, play a vital role in the arts education ecosystem, and **you belong in artlook® Michigan!**

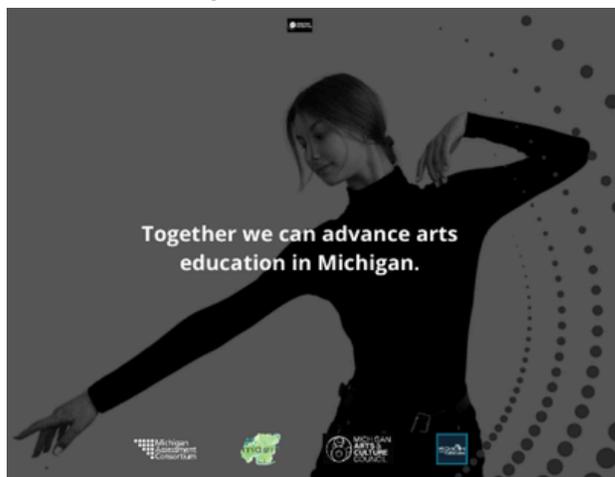
artlook® Michigan is just one part of MI Creative Potential's work. Learn more about MI Creative Potential and how to get involved [here](#).

This guide is here to support you—a teaching artist—as you get started with the artlook® Michigan. Inside, you'll find a clear walkthrough of how to set up your profile, connect with other organizations and schools, connect with teaching artists, and navigate the platform's key features. This guide will help you understand how to share your work, build partnerships, and become part of a broader arts education network in your community.

How to Register:

To create your Teaching Artist account in artlook® Michigan:

1. **Go to the artlook® Michigan login page:** <https://michigan.artlookmap.com/sign-in>
2. **Click on the “Register a Teaching Artist” link** to begin the registration process.
 - a. (This will take you to the Registration page.)
3. **Complete the Registration Form.**
 - a. Fill out all required fields with accurate information about yourself and your work.
4. **Click the “Create Pending Account” button** at the bottom of the form.
5. **You'll be redirected to a confirmation page** letting you know your account has been created and is pending approval.



Sign in to your artlook® account

Sign in with Email

Sign in with Google

Register for an **Organization** or **Teaching Artist** Account

Congratulations!

You've created your account!

Guide for Teaching Artists

After creating your account, here's what to expect:

1. Check your email for an automated message prompting you to claim your account. Follow the link in the email to finish setting up your account.
2. Once you've created your password, log in to your account to complete your organization's profile.
3. Important: Your account must be approved by an artlook Michigan administrator before it appears on the public artlook@Michiganmap. Please allow 10 business days for processing.

Filling Out Your Profile

Once you have created your account and logged into your profile, you can start filling out your information. There are three different sections for you to fill out:

1. **Account Details**
2. **Experience & Skills**
3. **Program Delivery**

Welcome to artlook – A Home for Teaching Artists!

We're excited to have you join our vibrant community of teaching artists, educators, and organizations passionate about arts education. Whether you're here to showcase your talents, connect with schools and partners, or discover new opportunities, this platform is designed to support your journey

Start by building your profile, sharing your experience, and exploring collaborations. Together, we can inspire creativity and make a lasting impact through the arts.

If you have any questions or need assistance, please contact mcreativepotential@michiganassessmentconsortium.org.



Account Details

Tell the world about yourself, starting with the basics.

Add/ Update Profile



Experience & Skills

Highlight your experience and skills to showcase your expertise and stand out.

Add/ Update Experience & Skills



Program Delivery

Connect with your community by adding programs and your associated organizations and schools.

Add/ Update Programs and Associations



Guide for Teaching Artists

Each section is described below.

Account Details

The Account Details section is where you'll enter the core information for your artlook® profile, such as your name, bio, location, and professional background. This is your opportunity to tell your story and give others a clear picture of who you are and the work you do.

You'll also have the option to select badges that appear on your profile, highlighting key aspects of your professional status and interests.

Account Details	Location	Background
First Name Last Name Pronouns Racial Demographics Contact Email Phone (and whether to show this on the map) Website Social Media Profile Picture	Street, City, State, Zip Code <i>Please note that full address data will not be shared publicly on the map to protect your privacy.</i>	Years of Experience Resume Portfolio Ideal Wage Rate (hourly) Bio Badges*

*Badges:

Your community offers optional badges that you can display on your artlook® profile. These badges help highlight key aspects of your professional status and interests. You can choose to enable them to let others know if you're:

- Seeking employment with organizations
- Open to partnerships with schools

Turning on these badges is a simple way to make your profile stand out and show how you're looking to engage with the arts education ecosystem.

Guide for Teaching Artists

Experience & Skills

The Experience & Skills section is your space to highlight your strengths, areas of expertise, and what you bring to the table as a Teaching Artist. Use this section to showcase the skills you're most proud of and the types of work you're best known for. It's a great way to let potential employers and partners know what you offer and where you shine.

Take a look below to see everything included in this section and how to complete each part.

Education: Share your educational background. You can include the school name, degree, field of study, start and end dates, and an optional description to provide more context.

Experience: Highlight any relevant work experience. Include details such as your role title, employment type (full-time/part-time), the company or organization, start and end dates, and a brief description of your responsibilities or accomplishments.

Licenses & Certifications: Add any applicable licenses or certifications. You can either select from a pre-populated dropdown list or type in a custom response if your certification isn't listed.

Skills & Offerings: Showcase your unique strengths and what you offer to potential partners. This includes:

- Your teaching approaches
- The disciplines and sub-disciplines you specialize in
- Your teaching qualities and the intended outcomes of your programs
- The types of arts programs you offer

Professional Learning: Include any professional learning hours or credits you've completed to show your commitment to continued growth and development.

This section is your opportunity to tell your story and stand out. The more complete and thoughtful your entries, the easier it will be for schools and organizations to understand your experience, approach, and potential fit for partnerships.

Program Delivery & Associations

As a Teaching Artist on artlook, you have two ways to enter program information:

1. **Programs Associated with Organizations:** Add programs that you run in partnership with schools, arts organizations, or other institutions.
2. **Independent Programs:** Add programs that you offer on your own, such as workshops, residencies, or classes you run independently.

Guide for Teaching Artists

Programs Associated with Organizations

If you are adding a Program Associated with an Organization:

To Add a Program Associated with an Organization:

1. Click **“Do you work with associated organizations?”**
2. In the **Partner Name** field, begin typing the name of the organization. Select the correct name from the dropdown menu.
3. After selecting a partner organization, you'll be able to:
4. Choose any **Programs** you are connected to through that organization (optional)
5. Select any **Schools** you work with in partnership with that organization (optional)
6. Once you've entered all relevant information, click **“Add Partner”** to save the association. Your associated arts organization(s) will receive a notification letting them know that they need to approve the requested association. Associations will appear in a pending state on your profile until they are approved. **Please note:** you may need to follow up with your organization(s) if you notice that they have not approved the requested association.

Independent Programs

To Add an Independent Program:

1. Click **“Do you provide your own programs?”**
2. Fill in your **Program Information**, then click **“Save Program.”**
3. To add more programs, click **“Add another program”**. Or, if you're finished adding all programs, click **“Save”** to continue.
4. Next, you'll be asked if you're associated with any schools for this program:
5. If **No**, click **“No”** and your program will be saved.
6. If **Yes**, click **“Yes”** and select the school(s) from the dropdown menu.
7. Once you've selected your school(s), click **“Add Partner”** to save the connection.

Your Show Page

Your Show Page is your public-facing profile on the map — a one-stop snapshot of your work, skills, and partnerships. It pulls together everything you've entered in your profile, including your bio, resume, portfolio, wage expectations, and employment status. You can showcase your partnerships with schools and organizations (including pending ones), highlight your teaching approach, art discipline, and the types of programs you lead. You can also list both independent and organization-based programs, upload licenses or certifications, and track your professional learning hours. A complete profile makes it easier for schools and organizations to find you and understand how your work fits their needs.

You can view your Show Page either through the Portal or by searching on the map:

From the Portal:

1. Click “Home”
2. Select “artlook Map Summary”
3. Click “View on artlook Map”

Guide for Teaching Artists

Showing Teaching Artist school year data for: 2024-25 2023-24



Jane Doe *(she/her/hers)*

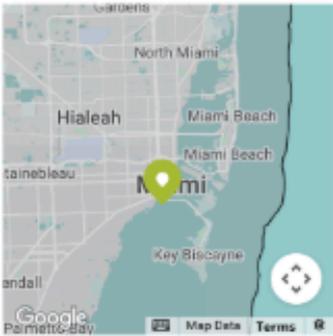
📍 Florida 33128 | 📞 (000) 000-0000 | 🌐 Website

I'm a multidisciplinary Teaching Artist with over 10 years of experience working in schools, community centers, and arts organizations across the Midwest. My work blends visual arts, storytelling, and social-emotional learning to help young people express themselves and build confidence through creativity. I specialize in leading arts integration workshops, developing culturally responsive curricula, and collaborating with educators to bring hands-on, student-centered arts experiences into classrooms. I'm passionate about creating inclusive learning environments that honor every student's voice and lived experience. Outside of teaching, I'm also a practicing muralist and illustrator, with work featured in public spaces, galleries, and local exhibitions. I'm always looking to connect with new partners who share a commitment to equity, youth empowerment, and the transformative power of the arts.

 Instagram |
  Resume |
  Portfolio |
  10 years of experience |
  Ideal Wage Rate: \$50.0 per hour

-  Seeking Employment with Organizations
-  Open to Partnerships with Schools
-  Vendor

Contact Teaching Artist



Explore the Map

To explore the map and connect with other partners, visit: <https://michigan.artlookmap.com/>
 From there, you can browse and search for Schools and Arts Organizations to collaborate with.

Together we can advance arts education in Michigan.



Explore Arts Education in Michigan

Schools **Partners**

Organization, Teaching Artist

Search artlook by school, organization, teaching ar

Search

Advanced Filters:

Partner Disciplines
Number of School Partners
Program Types
Program Disciplines
Grades Served
Qualities and Intended Outcomes

Approaches
Languages
Financial Support
Looking for Partnerships?
Looking for Teaching Artists?

Additional Teaching Artist Filters:

Open to Employment?
Level Of Experience
Teaching Artist Program Types

Guide for Teaching Artists

Tips for Using the Map:

- *Tips for Using the Map:*
- *Use the search bar to look up specific organizations, schools, or teaching artists by name.*
- *Apply the filter options to narrow your search based on your interests, location, or availability.*
- *Helpful Filters:*
- *If you're searching for Organizations, you can filter by those that are actively seeking Teaching Artists.*
- *If you're searching for Schools, you can filter by those that are currently seeking partnerships.*
- *Once you've identified potential partners, you can export your filtered list as a CSV file for easy reference and outreach.*

Additional Resources:

[MI Creative Potential Website](#)

[Michigan Arts Education Instruction and Assessment \(MAEIA\) Resources](#)

MAEIA is a leading state and national resource for arts education, helping to ensure that every student receives high-quality arts learning as part of a well-rounded education. MAEIA helps K-12 educators:

- *Improve the quality of arts education programs;*
- *Monitor and improve student learning in the arts;*
- *Support professional practice and improve teacher effectiveness; and*
- *Advance arts as a key element of a well-rounded education.*

[Map of Michigan School Districts](#)

Map of Arts Education Networks

