

LIA - Philosophy

LIA is a programme residency. We cherish cultural and artistic exchange within the local and an international artist community. Therefore we wish the artists to stay with us during its residency period besides smaller excursions to enable you to participate in our programme. We want to introduce you to the Leipzig art scene, its artists and active protagonists. Therefore we provide a programme of art critics and artist studio visits as well as a large work and furnished living space in one which allows you to just arrive. We also assist with visa issues. We would like to encourage artists to use the dynamic place of the Spinnerei and its surroundings to create works and rather prefer works created on site and in exchange rather than you bring works. We are not a gallery space, neither we see each other responsible to find the artist a gallery nor an exhibition space. However we curate exhibitions with the work done on site and provide a visible and vivid platform for our residents locally and sometimes also abroad. We would like to encourage you to work closely together with us and also to create the programme with us. Tell us what your needs are.

I.) Before Arriving

- a) You will receive a LIA contract which has to be read and signed by both parties after the studio period has been assigned. There is an exact cost sheet attached proving you all detailed information.
 - 1. It is followed by a recommendation letter so you can apply for funding.
 - 2. It is followed by the reservation fee invoice which has to be payed within four weeks.
 - 3. The final amount of the residency stay is due four weeks before your residency starts, so you have enough time to get funding.
 - 4. Please note there is a cancellation period of the contract of three months. It has to be done in written form.
 - 5. You will receive a welcome letter with all the information about your arrival and how to get to the Spinnerei. **Please note there are no arrivals Saturdays and Sundays.**

II.) Your Arrival

- 6. You will receive a LIA-useful things sheet with important information to help you get around.
 - 1. You will receive a LIA-travel itinerary to not miss out on important cultural sites in the region.
 - 2. A photograph of your studio will be taken by arrival, please leave the studio as you found it by departure.
 - 3. You will receive a receipt for the payment of the key and studio deposit of 50 Euros which has to be made at your arrival. Please show this when you depart and have cleaned your studio space to be reimbursed.
 - 4. You will receive a Spinnerei guided tour (by Kristina) and a city guided tour (by Kristina or intern) in your first period of your residency stay to know who is who and to get around. Please tell us, if there are any questions, needs or requests.
 - 5. You have free usage of our bikes. If you break them, you have to fix them.
 - 6. In the studio we provide sheets, towels and linen for you.

7. The washing machine is in the kitchen. It is free of charge.
8. There is free W-Lan in LIA.
9. There is an emergency mobile phone in the middle drawer of the wooden desk.
In case of an emergency call Hospital: 112 Police: 110 Fire: 112.
10. In case you need a doctor, we help to find the right one you would need.

III). Coordination of the Programme:

11. Kristina Semenova is the official programme coordinator and direct contact for you in LIA. Her phone number is +49 176 994 59 111, her e-mail address is k.semenova@liap.eu. Her working hours are Monday to Friday, 9 am to 5 pm. Within these hours you can always call her and within these hours she will also answer your e-mails retrospectively. Calls and text messages in case of an emergency can also be made after these hours at any time. Please acknowledge Kristina's working hours and respect German weekends.
12. 30 days a year she receives her legal holidays according to German law. During those occasions there will be other assistance in LIA for all requests and the programme execution. Holidays will be announced in your monthly programme.
13. Kristina will be present in LIA on Monday, Tuesday and Thursday from 9 am to 1 pm and on specific occasions. Please see point 18.
14. Tuesday and Thursday 10 am is the LIA round table with Kristina, please be there and use these occasions to express requests, wishes, concerns and problems so we can help.
15. After the round table personal meetings can be arranged with Kristina to work on these issues or other requests on a one to one basis. It would be recommendable to schedule personal appointments with her at least two days ahead so she can arrange a time table which will work for all artists requests during personal appointments. We would like to remind you to use these meetings also to express critic so we can solve problems on site. Please do not write complain e-mails, use the personal option. If you do not express your wishes during these meetings, we cannot work on them!. Please do not expect, tell us immediately.
16. After the two day Gallery Tour weekend in spring and in autumn, Kristina will have the following Monday off.

IV.) Programme:

17. Our monthly programme and important information is always posted on the kitchen door, if you do not read it, you miss out on it! You will always receive the programme for the next month no later than the 30th the month ahead. Kristina invites guest critics and asks Leipzig artists for studio visit. You are welcome with your ideas and wishes. We try to make it possible.
18. PR is done by Kristina. Please give her your information - sponsors which we should cite, biography, work examples. This is a time consuming part of the programme which requires quietness. This work is done during those working days and working hours when Kristina is not physically present in LIA. This work is done in her home office. It covers: web-site presentation, press release, round mails, invitation cards and documentation (archive, photo book, press book). She makes the professional design of the flyer with the

programme InDesign and sends them via post (around 100 national and international personal LIA contacts) and e-mail (around 3000 contacts). You will always receive the designs of the invites beforehand to give your approval during the LIA round table meetings. Important is you use the meetings to always update her and also provide her with the information needed. We cannot promote what we do not receive or alter what we have not been told.

19. Kristina is in charge of all requests of visitors and makes guided tours for them. Sometimes this happens on a spontaneous level. Please post a note on your door those days when you do not want to be presented or show your studio.
20. You will receive e-mails about openings on short notice as many events are promoted very late in Leipzig, this is not a bad will of the programme, but we still want you to know. Kristina is not responsible to join you to all those recommended openings.
21. One artist studio visit per month is guaranteed in your studio. Please note Leipzig is a small town. It provides a lot of artists living, working and teaching here but very a limited access to meet curators as those living in Leipzig are attached to official institutions operating on their own agenda and programme planning. The Gallery Tours of the Spinnerei will offer you more visibility and the opportunity as being a German wide platform of young art to meet gallery owners and curators from outside of Leipzig as well.
22. One curatorial and art critical visit is guaranteed by Anna-Louise Rolland per month, this does also include the curatorial consultation during exhibitions at gallery tours or LIA shows. Anna-Louise Rolland operates LIA in Berlin and represents the programme in international foundations and institutions on a networking basis. She regularly visits embassies and links those with the programme. She takes care of all financial processes of LIA, the book keeping, artist studio scheduling as well as exhibition participation.
23. Kristina can always introduce you to the Spinnerei galleries and its structure, please note LIA is not responsible of finding you a gallery.
24. Kristina is regularly informed by the Spinnerei PR-office about guided tours in LIA for local and international guests and journalists. It is mostly spontaneous and will be announced very shortly. Please understand that people often have little time on the tour and Kristina often has to select 1 or 2 studios to show and will always change them. Again post a note on your studio door if you do not want to be disturbed.
1. LIA guarantees one group exhibition to each resident.

V.) Artist Support:

27. Kristina is in charge of organizing visa papers for you and accompany you to the visa office, please note there will be fixed appointments when she will take all visa inquiries at once and take all applicants together to the department, do not miss out on this appointment. Please note we are responsible for all visas regarding the time period when you actively occupy a studio in LIA not beyond.
28. Kristina helps also with logistical questions: train schedules etc. Please note, she is not reliable of buying you tickets or taking responsibility of your purchase. The purchase has to be done by you. Kristina will assist and help.
29. Kristina helps organizing shipping when you leave. We have a DHL account and can help with this. Please note, Kristina is not reliable of the shipment, you have to pack your works, she only helps with logistics, gives calls and makes appointments for pick up.

VI.) Artists Responsibilities:

30. Toilet Paper and other stuff you may need for your common use, please buy it yourself and Kristina reimburses you as you know best on a day to day basis what is missing.
31. If you feel the urgent need of something missing in the LIA kitchen for example or things which need to be replaced, please get a modestly priced product and Kristina will reimburse you, in return she will need the receipt. Please note, receipts always have to be payed back within the the same month of purchase, otherwise we cannot reimburse them anymore. You should always have the last Thursday of the month LIA round table as a due date for reimbursements in mind.
32. There is a monthly cleaning plan, for the benefit of all, please hold on to it.
33. As Germany is dropping out of nuclear power and supporting green energy, energy costs are very high. Please leave the heater at 2,5 when you are in your studio, when your are traveling please put the heater on star. When opening the window, please put your heating on star until the window is closed again. Please always switch out the lights when you are not in your studio or not in the main hall. Many thanks. The environment will thank it to you.

Leipzig, 4th October 2015

Sincerely yours,
Anna-Louise Rolland (Programme Director) and
Kristina Semenova (Programme Coordinator)