



SKNCIR (St. Kitts-Nevis Creative Industry Registry)

REGISTRATION GUIDELINES (Rev. 21/01/16)

The Government of Saint Christopher (Kitts) and Nevis established the St. Kitts Department of Culture in 1995.

“To utilize culture as a vehicle for generating awareness of the social, economic and natural environment through protection, enhancement, preservation and conservation and to facilitate interaction towards achieving sustainability”.

“St. Kitts and Nevis Creative Industry Registry” (SKNCIR) was established by St. Kitts Department of Culture - Research & Documentation Unit (RDU) and launched on May 21st 2013. It is a database of St. Kitts and Nevis Nationals and Residents that provide Products or Services in the Creative and Cultural Industry (CCI), and are registered Members of the SKNCIR, managed by St. Kitts Department of Culture - RDU.

SKNCIR intends to help members improve their visibility, initiate best industry practices, expose them to Regional and International Markets afforded by “CARICOM Single Market Economy (CSME), the Economic Partnership Agreement (EPA), multilateral agreements , and conventions that St. Kitts and Nevis have signed.

The benefits gained by members of SKNCIR are; Priority access to Technical Assistance and Skills Development Workshops, Networking and Job Opportunities, Inclusion in the Artist Directory and Department of Culture Mailing List, Promotion on Department of Culture Social Networks on the Internet, Guidance about building a Career in the Arts, and information about how to obtain a Skills Competency Certificate in their field.

REGISTRATION PROCESS

1. APPLICATION

Nationals and Residents of St. Kitts and Nevis working in the Creative and Cultural Industry (CCI) or Professionals providing a support service to the CCI must fill out a SKNCIR Application Form designated for the Creative Sector that the Applicant provides their Creative Skill/Talent, Product, or Service. (Performing Arts, Visual Arts, Literary Arts, Culinary Arts, Professional Services). Fill Out Form, and Return to St. Kitts Department of Culture – RDU.

Note: Forms are available at St. Kitts Dept. of Culture or on-line at www.culture.gov.kn for download. On-line registration services will be offered in the future that will support login access to upload your information.

2. PORTFOLIO VERIFICATION

The Applicants Registration Form and Creative Portfolio (Examples/evidence of Your Work/Experience, Letters of Reference, Certificates of Achievement, etc.) will be reviewed, when all requested information is submitted.

3. SKILLS ASSESSMENT

Applicants Portfolio’s will be assessed and assigned a Number (1-5) that reflects the Applicants Skill Level of achievement, based on their Portfolio Submission at the time of Registration with the SKNCIR using the Caribbean Vocation Qualification (CVQ) V1 March 2009 approved by the Caribbean Association of National Training Agencies (CANTA) March 11th 2009. *Note: The number is used to inform the public, and advise the*

Applicant on further training required to become certified in their creative field.

4. **APPROVAL**

The Applicant will be notified via email when their application is approved. Then, they will receive a letter/certificate and Member Identification (ID) Card as proof of SKNCIR Membership. ***Note: The Membership ID Card is valid for three years, and must be renewed when it expires.***

HOW TO BECOME A MEMBER?

Nationals and Residents of St. Kitts and Nevis can pick up a Registration Form from St. Kitts Department of Culture, Request to have a form sent to you via email at skncir@govt.kn, or Download a Form on the culture website www.culture.gov.kn Complete the form and return it to St. Kitts Department of Culture with requested supporting documents. You will be notified when registration is complete.

WHO CAN REGISTER?

Nationals and Residents of St. Kitts and Nevis working in the Creative and Cultural Industry (CCI) or Professionals who provide support services to the CCI. Proof of Citizenship must be provided with the following documents; A Photo Identification Card issued by the Government of Saint St. Kitts and Nevis (Eg. Social Security, National ID, Driver's License, with a Birth Certificate, or a Passport issued by the Government of Saint St. Kitts and Nevis.

Service Providers

Service Providers in the following CCI Sectors; Performing, Visual, Literary, Culinary Arts, and Heritage. Eg. Artists, Actors, Musicians, Artisans, Writers, etc...

Auxiliary CCI Service Providers

Companies that provide support services to the CCI (Creative and Cultural Industries) Eg. Stages, Sound Systems, Lighting, Accountants, Entertainment Lawyers, etc.

Organizations

Associations, Non-Government Organizations (NGO's), and Companies that provide support services to the CCI. Eg. National Trust, Industry of Commerce, etc...

APPLICATION GUIDELINES

The following must be submitted by All SKNCIR Registration Applicants;

1. A SKNCIR Registration Form, appropriate for the Creative Sector the Applicant provides their Creative Skill/Talent, or Product/Service must be filled out. The Application Forms available for registration are; Performing Arts, Visual Arts, Literary Arts, Culinary Arts, and Professional Services.
2. Applicants must provide photocopies of Certificates or Awards received for their Creative Skill, Talent, or Service. ***Note: Applicants are asked to register a maximum of two (2) Creative Skills that they are proficient in with supporting evidence of skills (documents, certificates, letters of reference, etc.)***
3. Applicants must provide a Portfolio that demonstrates their Skill/Talent, or Products/Services with the minimum number of examples requested. Evidence of Applicants Skill/ Talent, or Products/Services hired by Clients must show that they have received credit for their work, visually.

The Portfolio can be presented in the following formats;

- Photographs of Works (Jpeg format High Resolution)
- Video of Works (Mp4, DVD, DVD Cover with Credit)
- Audio of Works (Mp3, CD, CD Cover with Credit)
- Documents (Copies of Transcripts/Certificates with Credit)
- Flyers with Credit of Works
- Links to Internet Websites/Sites (Eg. You Tube, Face Book, Sound Cloud, etc.....)

NOTES: Evidence of Works Required

a) Performing Arts

- 5 examples of works (Show, Events, Productions, etc...) with Performers name/group credited.
- 5 examples of different Live Performances

b) Visual Arts

- 10 Photographs of Published Works

c) Literary Arts

- 5 samples of Written Works

d) Culinary Arts

- 2 or More Public Reviews about quality of the Applicants Culinary Skills, Services, Menu

e) Professional Services

- 5 examples of the Applicants Creative Services hired by a Client and receiving credit.

4. Applicants must provide a minimum of two References from Clients that have hired their Skill/Talent/Services. And provide (2) Letters of Recommendation from Clients, on their Company letterhead including contact information, endorsing the Applicants work.

5. FOR MORE INFORMATION ABOUT SKNCIR

a) SKNCIR

Email: skncir@govt.kn

Culture Website: www.culture.gov.kn

b) ST. KITTS DEPARTMENT OF CULTURE

Victoria Road

Basseterre

St. Kitts W.I.

Tel: 1(869) 467-1539

Office Email: culture.govt.kn

**c) ST. KITTS DEPARTMENT OF CULTURE
RESEARCH & DOCUMENTATION UNIT (RDU)**

Victoria Road

Basseterre

St. Kitts W.I.

Tel: 1(869) 467-1396

RDU Email: rdu@culture.govt.kn