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SKNCIR (St. Kitts-Nevis Creative Industry Registry) www.skncir.gov.kn REGISTRATION GUIDELINES (Rev. 27/07/22)

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/Artist Directory of St. Kitts and Nevis Nationals and Residents that provide Skills, Talent, 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 goals for SKNCIR Members are; to improve member 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 SKNCIR/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

Pick up a Registration Form at St. Kitts Department of Culture, or Request to have a form sent to you via email skncir@gov.kn, or Register on-line at <http://skncir.gov.kn> or on the culture website www.culture.gov.kn. Complete the appropriate form and return it to St. Kitts Department of Culture with requested documents. Applicants will be notified when application has been processed and approved.

WHO CAN REGISTER?

St. Kitts-Nevis (SKN) Nationals, or Residents that provide Professional Skills, Products, or Services within the Creative and Cultural Industry (CCI) as follows;

Service Providers

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

Auxiliary CCI Professional Services

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

HOW TO BECOME A MEMBER?

1. APPLICATION

****Citizenship Document(s) - Copy of Passport OR Copy of National Identification Card along with Birth Certificate**

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 Office or on-line at www.culture.gov.kn for download.

Log on to www.skncir.gov.kn to Register On-Line and access Member Login to update your SKNCIR Profile.

ART FORM CATEGORIES

Applicants must identify the “Artform Category” that describes their skills. Skills, Talents, and Professional Services, are organized into categories within each one of the following Creative Industry Sectors; Performing Arts, Visual Arts, Literary Arts, Culinary Arts, and Professional Services. Visit the following website link to see the full list <http://skncir.gov.kn/signup> or ask at St. Kitts Department of Culture.

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.

A. Evidence Your Work (s)

- Applicants must submit a Portfolio that demonstrate their Skill, Talent, Product, or Service with the minimum number of examples required. The Evidence must show that they were hired by Clients/ have sold products/received credit for their work (s) in a visual format. Eg. Flyer, letter or recommendation, etc...
- Evidence of Work can be presented in the following formats for each CCI (Creative & Cultural Industry) Sector; (*Note: A “Work” is something that the Applicant has created or designed.*)

Performing Arts (PA)

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

Visual Arts (VA)

- 10 Photographs of Published Works.

Literary Arts (LA)

- 5 samples of Published Written Works.

Culinary Arts (CA)

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

Professional Services (PS)

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

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)
- Flyers with Name Credit of Works
- Links to Internet Websites/Sites (Eg. YouTube, Face Book, Sound Cloud, etc...)

B. CERTIFICATES

If applicable, Applicants must provide photocopies of Certificates, or Awards received for their Creative Skill, Talent, Product 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...)***

C. REFERENCES

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

3. 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.***

4. 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 "Quality Assurance Criterion and Guidelines for the Caribbean Vocational Qualification" (CVQ) V1.March 2009 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.*** http://cantaonline.org/index.php?option=com_content&view=article&id=182&Itemid=48

5. SKNCIR IDENTIFICATION (ID) CARD

An SKNCIR Identification (ID) Card will be issued to all Applicants that have been approved as Members. The Membership ID Card is valid for three years, and must be renewed when it expires. The card will display the following information;

➤ Member ID Number

This number is created when the Applicant's Registration Form is entered into the SKNCIR Database. ***Note: Group Registration - Each member of a group must register individually. Then, they will be linked with other***

Members of their Group.

- **Date of Issue:** This is the date that your card has been approved by St. Kitts Dept. of Culture.
- **Expiry Date:** Member Cards expire after three (3) years and must be renewed to remain valid.
- **Image/Photo:** A Photo of the Individual, or a Logo of the Group/Company.
- **Full Name:** First and Last, Birth Name of Applicant
- **Signature:** The Member ID Card must be signed by the Applicant in the presence of the Officer Authorized to issue the ID Card in the RDU, St. Kitts Department of Culture. ***Note: The Member ID Card is Valid when it has the Ministry of Culture Stamp and Authorized Signature on it.***
- **Profession(s):** A Minimum of one to two professions that Applicant is competent in will be listed on the ID Card. If you are competent in more than two (2) professions, a special card can be issued to include additional skills, once evidence of qualifications for each skill is provided
- **Skill Level:** Applicants Portfolios will be assessed and assigned a number (1-5) which reflects the Applicants' Skill Level of Achievement based on their Portfolio Submission at the time of SKNCIR Registration.

6. SKNCIR PORTFOLIO MAINTENANCE

SKNCIR Members will receive a Profile Page that will display the following information; Member Name/Organization, Contact information, Logo/Image, Photographs of works, Internet links to audio/video sites of Works, etc...

To Update SKNCIR Member Profile;

- Go to Website www.skncir.gov.kn
- Click "Log In" (located at top of SKNCIR Menu)
- Enter Email Address
- Enter Password (***Note: Members receive a password to access their Profile Page. Then, they must change it***)
- Select "Member"
- Click "Log In"
- SKNCIR Members can upload their media content, update their contact information, and keep their biography current.

FOR MORE INFORMATION ABOUT SKNCIR

a) SKNCIR (St. Kitts and Nevis Creative Industry Registry)

Palms Building, The Circus, Basseterre

Email: skncir@gov.kn

Website: www.skncir.gov.kn

b) ST. KITTS DEPARTMENT OF CULTURE

Palms Building, The Circus, Basseterre

Tel: 1(869) 467-1539

Office Email: culture@gov.kn

Culture Website: www.culture.gov.kn

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

Palms Building, The Circus, Basseterre

Tel: 1(869) 467-1396

RDU Email: rdu@culture.gov.kn