

## **Play:Make:Art Lead Artist Facilitator**

Richmond Arts Service and Orleans House Gallery is seeking a freelance visual artist with experience and/or an interest in working with early years children aged 2-5 years to develop and deliver our new workshop series Play:Make:Art.

Deadline for Applications: Wednesday 23 June 2021.

### **About Us**

Orleans House Gallery is a contemporary art gallery set in grounds overlooking the River Thames in Twickenham. It is managed by Richmond Arts Service which is part of the London Borough of Richmond upon Thames. You can find out more about us here: <https://www.orleanshousegallery.org/>

Our mission is to build community through creativity. We foster creativity and enjoyment of the arts, enable people to reflect on their lives and develop new ways of seeing the world.

We have just launched our new programme of activities for early years and children at Orleans House Gallery, enabling families to take part in a variety of inspiring workshops led by professional artists.

### **Artist Brief**

Play:Make:Art is a brand new drop-in workshop series for children aged 2-5 years and their adults. We are looking for an artist to develop a session that meets the below aims, and deliver 12 half-day sessions scheduled on Friday mornings between Friday 17<sup>th</sup> September 2021 and Friday 25<sup>th</sup> March 2022

#### **Session Aims:**

- Help adults explore making art with their children in a relaxed, informal gallery setting
- Support the [Early Years Foundation Stage \(EYFS\) framework](#)
- Support skills development in communication, coordination and social interaction.
- Sessions should be inspired by Orleans House Gallery and grounds, current exhibitions, the Richmond Borough Art Collection, and contemporary and historical visual arts practices and movements.

Sessions will be ticketed and drop-in with a maximum capacity of up to 40 children in each workshop across the morning. Parents/guardians will be in attendance throughout and supporting their children with activities. This capacity will be reviewed with the potential for change in response to government Covid guidelines.

The sessions will be held on site at Orleans House Gallery, with appropriate measures in place as necessary to ensure sessions are Covid secure.

Responsibility for the artist include:

- Plan and deliver all Play:Make:Art sessions responding to feedback and input from staff.
- Adhere to all Richmond Arts Service Safeguarding and Health and Safety procedures.
- Set-up and pack down the workshop space.
- Support the effective evaluation of the programme.

### Key Dates

- Deadline for Applications: Wednesday 23 June 2021
- Informal Interviews (virtual): Thursday 8 July
- Notification of Outcome: Monday 12 July.
- Initial Planning Meeting (virtual): w/c 12 July
- Artist to Develop Session Plan (including one check in with Arts Officer): July and August 2021
- Session Plan/Learning Outcomes Submitted for Sign Off: w/e 20 August
- Site Visit: TBC, prior to 17 September
- Delivery Dates (you must be available for all these dates and will be needed from approx. 9.30am-2pm):
  - 17 September // 1/15/29 October // 12/26 November // 10 December // 28 January // 11/25 February // 11/25 March
- Evaluation meeting: TBC

### About You

This opportunity would suit a visual artist with experience in socially engaged participatory practices.

You will have:

- Demonstrable facilitation skills including being able to plan sessions and adapt to changing circumstances.
- The ability to communicate clearly and understand participants needs.
- Experience of working creatively and responsively with a diverse range of audiences.
- The desire to work with early years and their adults.
- The ability to work in a collaborative manner with all members of staff and volunteers at Orleans House Gallery.

We are looking for someone who broadly defines themselves under the banner of visual artist, but you may have a background in craft, or graphic design, or have developed art skills through teaching and facilitation. You do not need to have any formal visual arts related qualifications although we will ask to see examples of your work and you should be confident using a range of different materials.

We're always interested to hear from artists who are looking to expand their practice in participation, so please don't be put off if you haven't worked directly with early years audiences before.

The successful applicant will be required to hold or be willing to carry out an Enhanced DBS (Disclosure and Barring Service check) through Richmond Borough Council, as well as adhere to all Safeguarding and Health and Safety policies and procedures.

We are keen to work with artists from a variety of backgrounds with different skills, stories, and experiences. Applications are encouraged regardless of age, caring responsibilities, disability, sex, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion or belief, and sexual orientation.

### **Fees**

There is a freelance fee available of £2,100 (£150 per session plus £300 planning fee). This is an inclusive fee covering all expenses other than materials.

There is a materials budget of £800 allocated for the project to be managed collaboratively with the Arts Officer (Projects and Commissioning) and the selected artist.

Artists are responsible for their own tax and National Insurance.

### **How to Apply**

Deadline for applications is the end of the day on Wednesday 23 June 2021.

Applications can be submitted in writing, by voice-recording or video and should include the following:

- Full contact details.
- A link to your website, relevant social media platforms and/or a copy of your CV (max 2 pages) which demonstrates previous examples of relevant experiences
- A short statement (no longer than 500 words or 3 minutes) outlining your interest in the project and how you would approach the brief.
- The names and contact details of two referees. They will not be contacted before asking your permission.

Please send applications to [alex.williams@richmondandwandsworth.gov.uk](mailto:alex.williams@richmondandwandsworth.gov.uk) with the subject line *OHG\_Play:Make:Art\_2021\_Your Name*.

Please do not send Dropbox, Google Folders, or WeTransfer links. If you need to transfer any larger files (such as a video file) please get in touch first.

We are committed to making application processes as accessible as possible. If we can provide you information in a different format or you have any questions regarding this opportunity, please contact [alex.williams@richmondandwandsworth.gov.uk](mailto:alex.williams@richmondandwandsworth.gov.uk).

### Selection Process

We will be shortlisting artists on the following criteria:

- How you meet the criteria for the role using the information provided in the “About You” section.
- How closely your approach meets the requirements of the brief.
- Alignment with our vision and values.

We will respond to all applications no later than Monday 28 June.

We will invite a selection of applicants to have an informal interview with the Orleans House Gallery Team prior to making a decision. These conversations will be scheduled for Thursday 8<sup>th</sup> July. They are intended as a way for both parties to meet one another and ask questions. You will not be required to prepare anything in advance.