

## Schools Workshops Artist Facilitator Role Brief

Richmond Arts Service and Orleans House Gallery is seeking up to 3 creative freelance artists with experience of facilitating art workshops to deliver our new primary schools workshop programme from July 2021 to July 2022.

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 will nurture wellbeing and a lifelong love of the arts, focussing our work on children and young people, creating opportunities to share learning between generations. Our education programme aims to:

- To increase local high-quality access to arts provision for children and young people
- To support the creative teaching of the National Curriculum
- To reach schools and students with the greatest need to nurture a lifelong love of the arts

### Artist Brief

We have recently redeveloped our core visual art gallery-based programme for primary schools. We are looking for up to 3 experienced artists to deliver the schools workshop activity from September 2021 to July 2022.

The focus for our workshops for the 2021/22 academic year is drawing skills. There is already a framework with learning outcomes developed. We are looking for artists who would be able to deliver these three drawing-based sessions using the existing framework, as well as bring in their own expertise as a professional artist to share their own skills with schools and pupils.

The sessions will be delivered on 1 or 2 days a week, depending on bookings from schools. We are looking for up to 3 artists to deliver up to 2 workshops per month each during school term time.

Sessions will be held on site at Orleans House Gallery, adhering to Covid safe guidelines. There may be occasions where the workshop is held at a Richmond borough school or digitally.

Responsibilities for the artists include:

- To deliver the school workshop according to the developed framework
- To attend a paid training session to familiarise yourself with the workshop
- To make suitable adaptations for the needs of the students (as required)
- To set-up and pack down the workshop space
- To complete evaluation with schools (as required)
- To adhere to all Richmond Arts Service Safeguarding and Health and Safety procedures

### **Key Dates**

- Deadline for Applications: Wednesday 23 June
- Informal Interviews (virtual): Monday 28 June or Thursday 1 July
- Training Day: w/c 12 July (paid)
- Workshop delivery begins in September 2021 responding to demand from school bookings
- July 2022 end of role – feedback session w/c 18 July 2022

### **About You**

You will have:

- Experience of drawing skills and/or be an expert within your own art form
- Confidence in working with and delivering participatory sessions for children aged 5-11 years.
- The ability to communicate clearly and understand participants' needs
- Experience of working creatively and responsively with a diverse range of audiences.
- The ability to work in a collaborative manner with all members of staff and volunteers at Orleans House Gallery.

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 schools 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 of £125 for delivery of a half day (up to three hours) session. This is an inclusive fee covering all expenses other than materials which are provided by Orleans House Gallery. Please note that workshop sessions are 90 minutes in length and the half day includes set up and delivery.

There is an additional £50 fee for any additional planning as required and agreed with Orleans House Gallery in advance.

Attendance at training sessions are paid at £125 per half day session. This will be delivered onsite at Orleans House Gallery and is inclusive of all expenses.

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 facilitation with children and young people.
- A short statement (no longer than 500 words or 3 minutes) outlining how you meet the criteria as listed in the “About You” section
- The names and contact details of two referees. They will not be contacted before asking your permission.

Please send applications to [dawn.stevens@richmondandwandsworth.gov.uk](mailto:dawn.stevens@richmondandwandsworth.gov.uk) with the subject line *OHG\_Schools Workshops\_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 this information in a different format or you have any questions regarding this opportunity, please contact [dawn.stevens@richmondandwandsworth.gov.uk](mailto:dawn.stevens@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
- Alignment with our vision and values

We will invite artists to take part in an informal interview with the Orleans House Gallery team prior to making a decision. These conversations will be scheduled for Monday 28 June or Thursday 1 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.