

Arts by the Sea festival Creative Workshops Programme 'Arts by the Sea Create'

Programme Coordinator Brief

Background

Bournemouth Arts by the Sea festival is an inspirational, accessible and diverse annual arts festival which aims to create a stronger presence and profile of the arts in Bournemouth, increasing the range and engagement of audiences in the Borough and beyond. The festival also strives to enhance a sense of community through a celebration of art and culture, people and place.

In response to the Covid-19 pandemic, Arts by the Sea 2020 will take place in a revised format, likely to include a small series of mid-scale physical (socially-distanced and carefully managed) events from 26th September – 4th October, and a wrap-around programme of digital activity including an online Creative Workshops Programme.

Project scope

Arts by the Sea is looking for a Creative Workshops Programme Coordinator to devise and coordinate the delivery of a programme of online/ digital workshops. Arts by the Sea is ideally seeking an online workshop programme that could be rolled out during the revised festival dates (26th September – 4th October) and also over a longer-term period perhaps covering the 2020 summer holiday period prior to the festival, and the autumn term post-festival.

The festival is inviting proposals from local Coordinators on a Creative Workshops Programme that could include:

- A variety of artistic genres within the creative content of the workshops (e.g. arts and crafts, carnival, music, dance).
- Workshops that are aimed at different age groups of children and young people (please detail the target age groups and applicable creative content).
- A selection of pre-recorded or live-streamed videos of various lengths and varying age-appropriate content.
- Physical workshop packs that could be distributed to homes and/ or to residents through community centres or libraries.
- Workshop content that could also be shared with schools and under-engaged communities.
- Workshop content that could help deliver Arts Awards to children and young people.
- Workshop content that is devised and delivered in partnership with other local cultural and community partners.
- Workshop content that can be woven into an exhibition or performance as part of the festival's overall programme (for 2020 or for 2021).
- Workshop content that is self-contained, interactive and doesn't require a lot of supervision from parents.

Workshop content could include existing material, curated into a programme for Arts by the Sea, or new work created specifically for the festival. Examples of the type of content applicants may like to consider includes but is not limited to:

- Draw with Rob <http://www.robbiddulph.com/draw-with-rob>
- Art for Kids Hub <https://www.youtube.com/user/ArtforKidsHub/videos>
- Kids Art and Craft <https://www.youtube.com/channel/UC6YxUEHobzhK2ysYEUni42w/videos>
- The Gruffalo https://www.facebook.com/OfficialGruffalo/videos/?ref=page_internal
- BBC iPlayer My World Kitchen - <https://www.bbc.co.uk/iplayer/episodes/b09r7th9/my-world-kitchen>
- Theatre of Science <https://www.youtube.com/channel/UCUjgFd6ywbASaGxi5ZhW0NA>
- Cosmic Kids Yoga - <https://www.youtube.com/user/CosmicKidsYoga>

The Coordinator may want to work with Arts by the Sea's existing networks and cultural partners for example Without Walls, the Mela Partnership, Pavilion Dance South West, Bournemouth Symphony Orchestra and Soundstorm.

Arts by the Sea supports accessibility, diversity and inclusion and expects a workshop programme that reflects those values.

Job scope

The Coordinator will be expected to devise a programme of workshops and oversee their delivery.

- The Coordinator can deliver the workshops themselves and/ or work with other partners to deliver the workshops.
- The budget includes the Coordinator's fee and all costs surrounding delivery of the workshops including freelancer fees and resources.
- The festival will separately cover costs associated with broadcast, website design, marketing and any larger performances and exhibitions as agreed with the festival Director and Creative Director.
- The programme should cover but not be limited to 26th September – 4th October 2020.
- The Coordinator should ensure any other workshop facilitators have the necessary insurance in place and comply with the Arts by the Sea Safeguarding Policy.
- Any additional workshop facilitators the Coordinator would like to work with will be contracted and paid direct by BCP Council out of the project budget.

Project budget

£6,000 to cover Coordinator's fee and all costs surrounding delivery of the workshops including other workshop facilitator fees and resources. The Coordinator will be expected to manage the budget and deliver the project within budget, under supervision of the festival Director.

Reporting and supervision

The final Creative Workshops Programme will be agreed by the Festival Director. The Coordinator should work closely with the festival's Senior Business Support Officer and Marketing team, to contract and pay workshop facilitators, provide information about the programme to be shared with



our audience and to design a suitable online platform for delivery of the programme. The Coordinator is expected to communicate regularly with the festival's Senior Business Support Officer on progress of the project and any issues arising that may affect successful delivery.

Evaluation

The festival will seek to evaluate success of the programme based on numbers of participants and feedback on the content. The Coordinator will work with the festival team to devise the most appropriate method of data collection and evaluation. The Coordinator will be asked to provide an evaluation report at the end of the programme including recommendations of how the programme could be improved if the festival were to continue with it next year.

Desirable skills and experience

- Experience in creating content for workshops (digital experience is not necessary but would be highly beneficial).
- Experience coordinating and delivering workshops of different genres for a range of different age groups.
- Experience working with and overseeing other practitioners and workshop facilitators, ensuring they deliver work on time to the expected quality.
- Excellent interpersonal skills and the ability to build strong relationships with internal and external stakeholders.
- Excellent verbal and written communication skills and the ability to respond to emails and phone calls in a timely manner.
- Ability to work under pressure, to deadline and to a fixed budget.
- Strong personal management skills – highly motivated, and proactive in planning, prioritising and managing own work.
- Good understanding of the arts sector and previous experience in creative workshop delivery and curation.
- An understanding of and commitment to diversity and inclusion.

Please submit your proposal including a draft programme of workshop content, detail of the target audiences you aim to engage, a timeframe for delivery and a detailed budget to leigh.hayler@bcpcouncil.gov.uk by 12:00 noon on Wednesday 15th July 2020.

Deadline for proposals:	12:00 noon on Wednesday 15th July 2020
Successful applicant advised:	Monday 20 th July 2020
Start date:	Immediate

If you would like to discuss this opportunity further prior to submitting a proposal, please contact Leigh Hayler on leigh.hayler@bcpcouncil.gov.uk to arrange a telephone call.