

CREATE

ARTS.ORG.UK



APPLICATION PACK

PROFESSIONAL WORKSHOP LEADER
NORTH WEST HUB

JOIN OUR TEAM!

Create is the UK's leading charity empowering lives, reducing isolation and enhancing wellbeing through the creative arts. Our focus is on engaging participants in inspiring, sustainable arts programmes in areas where provision is poor and engagement in the arts is therefore low.

WE WORK WITH

**DISABLED
CHILDREN &
ADULTS**

**VULNERABLE
OLDER PEOPLE**

**YOUNG
PATIENTS**

**YOUNG
& ADULT
CARERS**

**CHILDREN IN
CARE & CARE
LEAVERS**

**SCHOOLCHILDREN
IN AREAS OF
DEPRIVATION**
and their teachers

**YOUNG &
ADULT
PRISONERS**

OTHER MARGINALISED CHILDREN & ADULTS

We deliver creative arts workshops led by professional artists, to engage communities who don't normally get the chance to be creative. Create work in partnership with community partners (eg schools, hospitals, young carer services, etc) to design bespoke workshops with each individual group. We deliver around 150 projects each year. This is a hugely exciting time to join Create as we aim to double our reach and income by 2028, and expand our North West hub based in Manchester. To make this vision a reality, we are recruiting professional artists based in the North West (in/around Greater Manchester/Merseyside) to run creative arts projects in the region and become part of our artist pool.

Create is committed to a policy of equal opportunities embracing diversity in all areas of activity and welcomes applications from disabled people and people of all ethnicities.

SUMMARY OF POSITION

Create is seeking passionate, person-centred individuals with at least 5 years experience working as professionals in their field, alongside delivering workshops with disadvantaged or vulnerable participants, to join our pool of freelance artists. Create artists work in a range of fields including visual art, photography, filmmaking, dance, drama, writing and more. We are always keen to hear from artists with other specialisms too.

Create artists plan and deliver tailored creative arts projects with a range of disadvantaged or vulnerable participants. All workshops are also supported by a Create Project Manager and at least one member of community partner staff. Create artists are given onsite support and assistance with planning, materials/equipment, and daily feedback.

Create artists are contracted on a project-by-project basis, to deliver 'blocks' of workshops. These may take place over variable lengths of time, eg three consecutive full days, six weekly half days on Tuesday mornings.

Create pays its artists according to a band system based on years' of experience as a creative-workshop facilitator. We will use your Artist Experience Form to establish your band. These bands range from £200-£260 per full day.

The recruitment process is made up of four stages:

- » Application
- » Interview
- » Workshop observation
- » Trial project, subject to references and DBS check

To apply for this role you must be based in/around Greater Manchester or Merseyside.

IT'S A PHENOMENAL THING FOR ALL PARTICIPANTS TO TAKE PART IN WORKSHOPS RUN BY ABSOLUTE EXPERTS. EVERYONE DEVELOPS NEW SKILLS BUT THE SENSE OF CALM, PURPOSE AND CREATIVE AUTONOMY HAS MYRIAD BENEFITS THAT ARE HARD TO ARTICULATE.



creative:connection Manchester & Salford Showcase
Music project bringing together disabled and non-disabled school children
October 2024

Staff member, *community:matters*
filmmaking project with young refugees
and asylum seekers

WHAT WE OFFER ARTISTS

FEES / CONTRACT

- » Contract issued for each project.
- » Workshop leading: full day fee paid according to Create's band system, based on level of workshop experience. We track and auto-uplift from one band to the next on 1st April following the next level of experience being reached.
- » Half day workshops delivered in-venue: 60% fee.
- » Half day workshops delivered via **Create Live!** (online delivery): 50% fee.
- » Non-residential projects delivered outside Greater Manchester*/Merseyside**: 110% fee.
- » Workshop supporting: 80% fee (excludes *Nurturing Talent*).
- » Half day planning (50% fee) paid for most projects. On rare occasions, full day planning may be offered.
- » Fees paid on 14th of the month following delivery date. Create issues a self-billing invoice.
- » Day fees within the bands may be reviewed ahead of a new financial year, which starts on 1st April, taking into account inflation. Any fee increases will depend upon affordability by the charity. The first such review will not take place before 03/27.

POSTPONEMENT / CANCELLATION

- » Cancellation of project/workshop: 50% of fee for dates within 14 days; 100% of fee for dates within 7 days.
- » Postponement of project/workshop: No fee payable. Create works with the artist and community partner to find new dates that work for all parties (wherever possible).

EXPENSES

Create covers the cost of:

- » Travel to/from projects outside Greater Manchester*/Merseyside** (Create does not pay for travel to projects within Greater Manchester/Merseyside).
- » Hotel accommodation for residential projects.
- » £20 per diem for residential projects.

PROJECT MANAGEMENT

- » Each project is allocated a dedicated Project Manager. They are responsible for project scheduling, liaising with the community partner and providing workshop materials.
- » Artists are given onsite support and assistance with planning, materials/equipment, and daily feedback.
- » An evaluation report is written for each programme. This is shared with delivery artists.

SAFEGUARDING

- » All staff and artists work within Create's rigorous Safeguarding Children and Vulnerable Adults Policy.
- » An enhanced DBS check including Children's Barred List information (required) can be organised by Create. This is charged at cost.
- » Free safeguarding training provided. Personnel must complete training every three years, and complete Create's safeguarding quiz annually.

TRAINING / SOCIALS

- » Free six-monthly training / CPD.
- » Invitation to socials.

*Greater Manchester-based artists/**Merseyside-based artists

THEORY OF IMPACT

for artists

INTENT

Create projects are developed and delivered by a diverse pool of passionate, skilled, experienced, assured, well-trained professional artists.

ACTIVITIES

Planning meetings
to co-create projects that meet the needs/interests of participants and partner organisations and deliver on agreed project outcomes.

Workshop delivery
with a range of vulnerable participants in different community settings.

Collaboration
with participants, partner organisation staff, other Create artists and Nurturing Talent emerging artists.

Evaluation
via feedback throughout workshops and post-project.

Networking
to share skills, experiences, approaches and ideas among artists and the Create team.

"Ignite"
continuous professional development.

"Nurturing Talent" (NT)
training for emerging artists.

DIRECT OUTCOMES

- » Greater social awareness and connection
- » Enriched practice
- » Broadened creative horizons
- » Cross artform learning (NT)
- » Enhanced empathy and understanding
- » Constructive feedback
- » Mindful of personal strengths and weaknesses

- » Connecting with peers
- » Sharing ideas
- » Building relationships

- » Developing skills
- » Building knowledge
- » Increasing experience
- » Growing understanding

- » Feeling supported
- » Feeling inspired
- » Gaining insights
- » Finding new approaches
- » Developing creativity
- » Building confidence
- » Making connections

INTERMEDIATE OUTCOMES

- » Adaptability
- » Self-reflection
- » New perspectives
- » New creative approaches
- » Transferable ideas
- » Growth as a practitioner

- » Supportive network
- » Adopting different facilitation styles
- » Integrating new approaches into creative practice

- » Increased confidence and ability to deliver high quality workshops
- » Enhanced empathy
- » Increased expertise

- » Personal development
- » Supportive relationships
- » Improved wellbeing

SOCIAL VALUE

SKILLS FOR LIFE AND WORK

Workshop Programme

Networking

Continuous Professional Development

QUALITY OF LIFE

IMPACT

CREATE ARTISTS ARE MORE ADAPTABLE, CONFIDENT, CREATIVE AND CONNECTED ENABLING THEM TO EMPOWER, UPSKILL AND ENHANCE THE WELLBEING OF PARTICIPANTS.

SPECIFIC RESPONSIBILITIES

PLANNING

- » To plan inclusive workshop activities in collaboration with community partner organisations that meet the unique needs of the participants and the intended outputs and outcomes set for each project.

EVALUATION

- » To take part in post-workshop debriefs with Create's Project Manager and community partner staff and complete written feedback after each project.
- » To support Create's team in gathering verbal and written feedback from participants and staff.

DELIVERY

- » To lead interactive creative arts workshops with Create's target participant groups, enabling participants to develop their creativity, artform skills, social, communication and teamwork skills; build their confidence and self-esteem; enhance their wellbeing and have fun.
- » To work with Create's team to create a welcoming and supportive environment, so that participants can join in, feel valued and have fun. Workshops are highly inclusive, with ideas being drawn from participants throughout, enhancing their sense of self-worth.

[THE ARTIST] IS VERY KNOWLEDGEABLE AND HAS A VERY LOVELY AURA TO HER. SHE MADE EVERYONE FEEL WELCOME AND COMFORTABLE BUT ALSO RESPECTED, RECEIVING RESPECT IN RETURN.



change:matters Bolton
Music project with young carers
August 2024

Participant, *Free Inside*
Mural project with prisoners
January 2025

Nurturing Talent Programme 2024/25
Multi-artform project with learning disabled young adults
in Southwark, March 2025



PERSON SPECIFICATION

- » To be a practicing professional artist with 5+ years' experience of creating, exhibiting or performing professionally.
- » To have 5+ years' experience of leading workshops with a range of disadvantaged or vulnerable groups of participants.
- » To have experience of and an interest in working across a broad range of disadvantaged and vulnerable participant groups.
- » To have experience of contributing towards project evaluation.
- » To accept and implement feedback from participants, community partners and Create.
- » To have excellent time management, communication and teamwork skills.
- » To have experience and interest in providing guidance to supporting artists (*Nurturing Talent*).
- » To have a passion for and commitment to the power of the creative arts to enhance the lives of children/adults who are disadvantaged and vulnerable.
- » To have an understanding of and to adhere to Create's Health & Safety, Equal Opportunities, and Safeguarding Children and Vulnerable Adults policies.
- » All Create personnel and artists are required to have an enhanced DBS (Disclosure and Barring Service) certificate, which must include Children's Barred list information, dated within 12 months on appointment. This can be organised by Create, charged at cost.

IN 2024/25:

99%

of artists said they enjoyed the project

100%

of artists said they would like to work with Create again

100%

of artists said they would recommend Create to another artist

If you feel as if you do not have the required experience to become a Create artist you may be interested in applying to join *Nurturing Talent*, Create's training programme for emerging artists looking to gain more experience delivering workshops. You can find out more [here](#).



HOW TO APPLY

To apply, please send a completed application form with a short email providing a telephone number where you can be contacted in confidence.

Interviews will be arranged on an individual basis.

Completed application forms can be emailed to jo@createarts.org.uk (please type the job title in the subject field).

Download the application form [here](#).

No agencies / consultancies.