

Designing a participatory Selection Process

This worksheet provides information on how to involve the community in the selection process when you are recruiting a Community Artist/ Cultural Animator.

Participation Works Partnership has a good web resource and toolkit for involving communities (especially children and young people) in recruitment and selection:
www.participationworks.org.uk/topics/workforce-development/recruitment-selection

Think about...
... how you can involve the community in welcoming the Artist/ Cultural Animator? For example, could they show them around the neighbourhood and introduce them to key people once they are recruited?

Top tip
Host an informal lunch as part of the selection process that gives Artists/Cultural Animators a chance to meet with members of the community informally. You can observe how they engage with members of the community. This also helps the community to feel involved in the process.

Help & advice
Think of professionals that you know with recruitment experience and invite them to join your selection panel.

Talk to the community to gather their views about what they want to achieve from the Residency.

Focus on the impact of the Residency on the community. And try to avoid focusing on the artistic outcomes – it will be better if you allow the applicant scope to be creative with these.

Gather their views on what qualities they think the Artist/ Cultural Animator should have, for example skills in listening or empathy.

Also, collate information from the community that will be relevant and helpful for the Artist.

Summarise this feedback and include it in the Brief that you develop.

Create a selection panel that includes members of the community.

During the resuitment process identify someone who can answer questions from Artists/ Cultural Animators and provide their contact details in the Brief.

Encourage the community to publicise the opportunity and circulate the opportunity

Choose a selection process which suits the needs of the community and the project. It could be an interview or Artists/ Cultural Animators could be observed delivering a short workshop or activity

Once you have selected an Artist, invite them to any special community events or activities before the project starts.