

Finding a Community Artist/ Cultural Animator

This worksheet provides information on how and where to search for a Community Artist/Cultural Animator when you are planning a Residency.

Start by finding a Community Arts/ Cultural Animation organisation that works in or near the area where your project is planned.

Talk with them about how they can help. This might be:

If you cannot find an Organisation involved in Community Arts or Cultural Facilitation. Look for an Cultural Centre, Museum, Theatre, Gallery or other Arts Organisation nearby and approach them for this kind of support.

You might also find a University or College that provides Community Arts/ Cultural Animation courses and who can support you in this process.

Prepare a Brief and a Person Specification with input from the community.

Circulate details of the opportunity as widely as you can.

Allow at least 2 weeks and up to 6 weeks between advertising the opportunity and the deadline for responses.

Provide contact details so that Artists can approach you for further information.

Think about...

... how the Artist will demonstrate their suitability and skills in the selection process. Rather than an interview, try to provide an opportunity for the Artist to provide illustrations of their work or their experience of working with communities.

Top tips

When writing a Brief for your Residency:

Provide background information about the Residency and the community. This can be a film or written document.

Describe what you want to achieve in a set of clear objectives.

Consider all the practical issues and describe these clearly. Include all the essential requirements that the Artist/ Cultural Animator must meet (for example insurance or permission to work with children).

Keep an open mind on artform – you might be surprised by the creative ideas that Artists provide in response to your Brief.

(This might be described as community, socially engaged or arts with a social impact).

* See page xx Selection Process Checklist

- Project managing the Residency for you.
- Using an Artist/ Cultural Animator that they know or employ who has suitable skills and experience.
- Recruiting an Artist / Cultural Animator on your behalf.
- Supporting you in the advertising and selection process.
- Providing advice and guidance.

(See the worksheet on How to design a participatory Selection Process).

Including:

- Job listings websites for Artists/ Cultural Animators and Community Work
- Send details to members of the community and ask them to publicise it
- Post the opportunity on community websites, social media sites and notice boards
- Send details of the opportunity to local Arts organisations, community organisations and local service providers

Selection Process Checklist

✱ See worksheet:

How to:

Find a Community Artist/Cultural Animator

The stages you need to go through in a selection process are:

- Check the employment/contracting rules for your organisation.
- Decide if the Artist/Cultural Animator will be employed by you, or a self-employed contractor
- Assemble a selection panel that includes representatives of the community to help manage the process – and decide who is going to get involved and at what stage in the appointment process
- Work with the community to design a brief and person specification for the Residency
- Plan how you will assess responses against the Person Specification
- Think about how the Artist/ Cultural Animator will demonstrate their suitability and skills in their application and when you meet them
- Advertise the opportunity widely on relevant websites, newspapers and information boards
- Provide background information and contact details for further questions
- Involve a community in forming a selection panel to shortlist applications
- Decide how you want to interview the candidates – and invite them along
- Facilitate the selection panel in assessing the candidates
- Offer the contract to the successful applicant and agree details in principle
- Check the references of the successful applicant
- Prepare and provide a written contract
- Provide feedback to those that were not successful
- If you can, it is good practice to pay travel expenses for those who attended
- Make practical arrangements for how, where and when the Artist will work and provide them with this information as soon as they are appointed