

## Project Coordination Service: Artist in the Community Scheme Artist Mentor Panel (Pilot)

Post Status	Contract for Service
Deadline	22 June 2021

### About Create

Create is the national development agency for collaborative arts. Our mission is to lead the development of collaborative arts practice by enabling artists and communities to create exceptional art together.

As the lead agency for collaborative arts, Create operates within the context of important policy frameworks and actions by the State in the field of the arts and culture, including the Arts Council Strategy *Making Great Art Work 2016 to 2025* and its policy on [Equality Human Rights and Diversity](#).

Create is committed to broadening access to the arts, in line with its organisational strategy [Connect Create Change](#). Create's work supports artists and communities to co-create work of depth, ambition and excellence. The [Artist in the Community Scheme](#) (AIC) managed by Create on a devolved basis for the Arts Council is a primary vehicle for such collaborations.

### Background

In 2017, Create began a period of research and policy development within the AIC Scheme, in response to changing demographics and the fragile living and working conditions of many displaced artists. The primary aim of this work was to increase the capacity of artists and communities from minority ethnic and migrant backgrounds to access the scheme and participate more actively in the arts and cultural landscape.

The AIC Scheme has offered enhanced opportunities for migrant and minority ethnic artists working in collaborative arts – including an Artist Residency Awards, a School in Cultural Diversity and Collaborative Practice and a Bursary Award in Collaborative Arts and Cultural Diversity.

There have been significant increases in interest and applications from artists from a minority ethnic or migrant background. A rich ecology has emerged where beneficiaries, artists and communities, reconvene to develop and initiate new projects and collaborations. Our research [Creating a Welcoming Environment, Stimulating Diverse Art](#) (Evgeny Shtorn, 2020) looked at the state of affairs for migrant and minority ethnic artists.

In 2021, Create will plan to pilot an Artist Mentor Panel. The panel will offer capacity building, training, research, and evaluation skills for collaborative socially engaged artists and panellists. Artist mentors will be available to emerging practitioners and artists from minority ethnic and migrant backgrounds as well as to other artists as they engage with the scheme.

### Scope of Contract

Create is seeking a suitably qualified project coordination service provider, to commence immediately, to develop the pilot AIC Artist Mentor Panel project.

It is proposed that implementation of this pilot project is divided into phases, activated as follows:

- Phase 1 - Research and development to scope mentoring needs and develop mentor training and embed ongoing monitoring and evaluation processes in the work
- Phase 2 - Formalise the model and devise the process and protocols for mentor and mentee engagement.
- Phase 3 – Roll-out support for mentors and mentees, with ongoing monitoring, analysis and reporting.

This engagement is for a period of 9 months. Create reserves the right to extend the contract further, for up to a total period of 12 months, subject to agreement with the contractor.

## Services Required

The coordinator will draw on outlined plans that have been developed for the Artist Mentor Panel and will be responsible for further developing and refining these plans, and for ensuring successful delivery.

Reporting to the Programme Manager: Arts & Engagement at Create, the coordinator will be supported by the Create team. It is estimated that the project coordinator would be available to work for approximately 2/3 days per week as required over the period of the contract.

A work plan will be agreed with the Manager: Arts & Engagement in advance of work starting. Days may not be distributed evenly across the period, to be agreed with Manager.

A number of key, interrelated elements have been identified at this stage:

- Scoping of needs
- Organise and facilitate training sessions
- Project administration including writing briefs for call outs, processing applications, agreeing engagements, budget management and reporting
- Ongoing support for participating artists and mentors
- Monitoring and evaluation report to assess success and inform future development
- Building relationships and engage relevant stakeholders
- Attendance and contributions to relevant events and discussions

Create is seeking a suitably qualified project coordinator who meets the needs of the organisation both from a quality and service delivery perspective.

The role is multifaceted and applicants are expected to demonstrate skills in project management and implementation, a knowledge of learning and mentoring, and an understanding of collaborative and socially engaged artists and the challenges of collaborative arts practice.

## Budget Provision

Create has set a budget of up to €20,000 (inclusive of expenses and VAT). Applicants are advised to take this into account and not to exceed this amount in preparing their proposal.

A limited amount of additional exceptional expense, such as travel and accommodation, for specified work if required may be invoiced, subject to agreement in advance.

## Evaluation Process

Proposals will be reviewed initially for completeness. Those not eliminated following this step will be evaluated on the basis of their demonstration of their professional abilities required for the position, the quality of the proposed approach and on the day rate quoted. Scores will be added and the proposal receiving the highest score will be deemed the most economically advantageous.

Create may seek clarification or further information about proposals and may meet with one or more proposers and/or may seek clarification in writing as it considers appropriate. Interviews, if required, will be held remotely on 7 July 2021.

Create's decision will be communicated to all applicants by 12 July 2021.

## How to Apply

Applications must be emailed to [info@create-ireland.ie](mailto:info@create-ireland.ie). Please input 'Project Coordination Service' in the subject line of your email.

Deadline: 22 June

1. A cover letter of two A4 pages, demonstrating the professional abilities required for the position. This should outline a credible methodology, plan and approach to the project, including how you would evaluate and report on the pilot project.
2. CV that includes details of qualifications, expertise and roles in projects relevant to the project as outlined relevant, including the names and contact details of two referees. We will not contact referees without advance notice.
3. Daily rate based on a 7-hour day (inclusive of VAT) and an indication of additional charges that might apply and the circumstances where these would apply.

The selected candidate should be available to commence immediately.

Create is committed to equal opportunities and diversity in its employment policy, practices and procedures. We particularly encourage applications from members of groups who are underrepresented in the cultural sector.