



INCLUSIVE ARTS PRODUCER PROJECT BRIEF

Wolverhampton CEP Youth Festival 2023

#WvSameDifference

NAC site



Date: Sunday 13 August 2023

Venue: Newhampton Arts Centre

Times: from 11am full times tbc

Target Age for Activities: 8-25 tbc

INCLUSIVE ARTS PRODUCER FOR NAC ELEMENT OF FESTIVAL



Newhampton Arts Centre (NAC) wish to commission an experience inclusive art practitioner to produce a programme of creative activities in the New Horizon Stage tent to take place on **Sunday 13 August 2023**.

The one-day programme will take place as part of the youth arts festival **#WvSameDifference** co-ordinated by Wolverhampton CEP (Cultural Education Partnership).

The mainstream Same Difference festival program will be held in field 3 of West Park, which is just 3 minute's walk from NAC.

Using NAC as well for a quieter element of the festival came out of feedback from the 2022 festival that some young people found the noise of the main festival created a challenging environment. The idea is to pilot an element of the festival at NAC this year as an inclusive strand to give an opportunity to create a quieter environment. There are also more facilities at NAC including disabled toilets and easy access to cater for a wide range of young people.

The timetable and programme for the day will be structured so that families can attend either festival sties, the main festival the inclusive strand or some of both.

Accessibility and inclusion are really important across the whole festival, and we have been working with both the #YES and also looking to gain advice and guidance from the HY5 young people. The Same Difference Development Co-ordinator works closely with the Youth Engagement Team at the council to co-create the festival with young people and we would like the Inclusive Arts Practitioner for NAC to feed into this process.

Inclusive Arts Producer Key Deliverables:

- Work with the CEP Same Difference Festival Co-ordinator to consult with the HY5 young people's group and work with other parents and young people's groups to develop a comprehensive sense of 'what's needed' and 'what would work' for young people with additional needs to make the festival accessible and inclusive.
- Consult with NAC staff to ensure that the facilities onsite are appropriate and accessible to the identified target groups and prepare appropriate information on facilities for families and young people attending. Including providing a video of the site to share with young people and families of the site showing that it would make an inclusive and accessible venue – looking at changing places, toilets, access, noise levels, lighting, space etc.



- Design a program of creative activities that would be suitable for the agreed group(s) and that complement the West Park program – circulate a draft program to be agreed by NAC and the CEP Same Difference festival planning group.
- Engage additional artists with appropriate skills and experienced to ensure that the programme is diverse and stimulating and consult local providers with experience of contracting.
- Manage the agreed budget and provide reports to NAC and the CEP as required.
- Maintain appropriate monitoring and evaluation of the NAC program to feed into the wider CEP evaluation, monitoring and reporting structures.
- Potentially the HY5 group maybe involved as ‘young inspectors’ taking in part of this year’s activities and share their feedback about what they liked and disliked about the festival to help shape future events.
- Draw up a comprehensive risk assessment according to existing NAC templates.
- Provide marketing assets required by NAC and the CEP and other partners for the Same Difference and advise on appropriate additional communications activities to ensure the targeted groups have access to information about the day. Ensure materials are distributed to agencies supporting these young people including: Voice 4 Parents, Let Us Play, Include Me 2, Gives us a break, Special Schools and colleges (SENCO’s), Youth Voice Groups, SEND local offer, Wolverhampton Information Advise and Support Service, HY5 etc
- Liaise with the Same Difference Festival Co-ordinator and production team to ensure that the day runs smoothly alongside the wider Festival programme in West Park.
- Provide the NAC technical and Front of House teams with all the necessary contact information to ensure the smooth of the day.

FEE

For the above NAC will pay the Inclusive Arts Producer a fee of £4,000.00 representing approximately 15 days work. The producer will be contracted by Newhampton Arts Centre. This includes fees to other artists.

NAC and the CEP will provide technical support, FOH and marketing support without charge.

COMMISSIONS

Artists and Creative Educators should have experience in the following:

- Delivering creative workshops to young people in additional needs.
- Experience of working with diverse communities.
- Good communication skills.
- Have behaviour management skills.



- Willingness and ability to work as part of the wider NAC and CEP team.
- Safeguarding and Inclusive Practice.
- This is inclusive of travel and VAT, based on the artist being responsible for their own tax and NI on a freelance basis.
- This is inclusive of all resources and materials required for delivering the workshops.
- We encourage applicants to cost efficiently and effectively when submitting applications.

All artist and creative educators must provide:

- Evidence of their portable DBS or undertake a DBS check (at their own expense)
- Have and provide their own Individual Public Liability Insurance
- Provide photos of practitioners for ID badges in the format asked for by the deadline provided

Please submit a proposal tender response detailing:

- Short summary of your artistic practice/background.
- Your experience in working in an inclusive context and which groups you have worked with.
- A brief outline of your approach to the festival, explaining how you will use your artistic skills to engage local young people.
- Ideas for three different creative activities that would work inside the festival location, the New Horizons Stage tent (these can be delivered by other artists working with the Producer).
- A draft budget breakdown of how you would allocate spend.
- Confirmation that you are available on **Sunday 13 August 2023**
- Two referees who know your work well.
- If selected, you will be required to submit a full risk assessment for your activity.

We will aim to decide based on your tender but may ask you to attend a short interview week of 12 June 2023

Please email all proposals to admin@newhamptonarts.co.uk

DEADLINE for all proposals is 5pm Friday 9 June 2023