

Project brief for Pilot project creative facilitator

Client: Angus Council
Project curator: Ginkgo Projects Ltd
Date: November 2009
Version: 01

Introduction

Angus Council, with Ginkgo Projects, wish to commission an artist/designer/creative thinker to work with the project team to deliver a working process that will facilitate the engagement of pupils, staff and design practitioners in the design and modification of the Project Blueprint pilot project. The work will require a creative invention/output to be produced at the end of the process.

Background and summary:

Angus Council has been working with Ginkgo Projects over the last 12 months to develop a project that will embed creativity and cultural identity into the physical fabric of its school estate so as to help provide a stimulating and creative school learning environment.

Thanks to a grant from the Scottish Arts Council and funding from Angus Council Education Service, Angus Arts and Cultural Education Team is now wishing to commission a freelance creative facilitator to help deliver one of the pilot projects which form an integral part of Project Blueprint.

Project Blueprint aim:

To develop and produce a building user/designer engagement model that will help embed cultural distinctiveness through supporting creative practice and engagement between students, educationalists and interdisciplinary design teams into the physical fabric of the school environment in Angus.

Our aim is to develop a practice based research and development project that be applied as part of the everyday decision making of the Council in its decisions in the design and development of its school buildings and grounds.

Project Blueprint outputs

- An exemplary working model / method / blue print that can be used by the council officers with school communities to determine how a new, extended or existing school buildings and grounds can best become an active place for learning within a creative context.
- A new partnership with a research organisation to help ground the project through good practice.
- A pilot project(s) to explore and demonstrate the values and principles established in the model
- A publication and/or seminar surrounding the concepts and activities undertaken

Please see the flow diagram setting out the project elements at the end of this brief.

Developing a model for collaborative practice

A challenging aspect of Project Blueprint is looking at how creativity can be injected into consultation and planning processes at the outset, and at how teachers, pupils, parents and the community can work collaboratively with artists, architects, designers and planners to imagine and design a new school or envisage and implement improvements to an existing building.

Areas for exploration will include: How do teachers teach? How do children learn? What are the important learning and leisure spaces in a school? How do they function? How can the design of

a school, its structural and aesthetic elements enhance learning? An important aspect of the project is to develop a model for meaningful consultation with teachers, pupils, parents and the wider community which engages with their needs, and aspirations as well as the challenges facing planners and educators in the current climate.

It is proposed that three main areas of will be considered within the model:

1. A manifesto for the school design and the use of the building as a learning tool
2. An engagement process that will enable sustained application of the model
3. An evaluation and feedback mechanism

The model will need to be flexible and able to be applied to both new and existing schools working at both primary and secondary level provision.

A pilot project(s) will be developed in tandem with the refinement of the model. This will allow for visible and tangible working relationships to be formed to be applied.

Role and scope of creative facilitator

The scope of the creative facilitator is contained within the pilot project.

It is expected that the following activity will form the basis of the commission:

- Research and background research to understand project values and expectations
- Project brief refinement
- Workshop preparation
- Creative leadership and formation of a Project Blueprint School vision through working with project team, educational/teaching staff, pupils and design professionals.
- Initiation, development and implementation of a creative output expressing the values of the vision. This maybe in a medium and artform to be agreed, but may for example include film, performance, visual art or combination of artform. It will be expected that the expression will be of professional quality led by the creative facilitator with the active involvement of project participants. The work will contain the values and ambitions of the school vision for embedding creativity and embedded intelligence into the fabric of the school.
- Participation with the evaluation and research development process
- Participation in the wider development of the Project Blueprint model

We require a person who:

- is self motivated
- has an ability to work with others
- has experience of the running of workshops and creative projects to meet agreed aims
- has excellent communication skills and enjoys collaborating and working with others.
- has experience in the development of building projects
- has a good understanding of the Curriculum for Excellence
- will have the ability to produce a high quality creative work or intervention to demonstrate the Project Blueprint school vision
- has a current driving licence

Programme

It is expected that an appointment will be made before Christmas to allow for background research and project set up to be undertaken prior to the workshops commencing in mid January. A programme of activity will be agreed with the expectation that the project will be completed by the end of April 2009.

Fees

It is expected that the project will require 15 – 20 days work mainly between early January and May 2010.

A daily rate of £250 ex. vat will be paid for an 8 hour day.

When working on a part day it will be expected that the creative facilitator will charge on an hourly basis of £31.25 per hour.

A capped sum of £500 will be available for travel and subsistence expenses based on 0.40p per mile.

Payment on invoice will be made in arrears by Angus Council on a monthly basis of the number of days work completed.

It should be noted that this is a freelance commission and that it is not a contract of employment. The successful applicant will be required to demonstrate that they comply with IR35 tax regulations.

Disclosure Scotland

An essential requirement for the project is that the creative facilitator will have/ achieve current enhanced disclosure.

Contract

A contract setting out the terms of the project will be used for this commission. Applicants should note that the contract will require:

1. Insurances

The Artist will be responsible for providing appropriate public liability insurance (£5 million) against loss or damage arising from claims from third parties made as a result of working in the school environment or creating and installing art work up to the point of final completion and installation and for 24 months following completion.

(It is possible that Angus Council may provide some insurance cover for those working on its premises, this will be clarified as the project develops. The creative facilitator should however be prepared to offer public liability insurance as above.)

2. Ownership and Copyright

All project material, including all research and development work, will be owned by Angus Council.

Copyright of research and development material and concept designs will remain with the creative facilitator.

The creative facilitator grants the Client with full title guarantee an irrevocable royalty-free non-exclusive licence (which will carry the right to grant sub-licences and will be transferable to other parties) to use and reproduce for any purpose relating to the project all and any documents prepared by the creative facilitator or on their behalf in the course of carrying out the Services, whether existing in written or electronic media, including without limitation the designs, inventions and processes contained in them but excluding proprietary software. The creative facilitator will not be liable for the use of any such documents other than for a purpose which was within the creative director's contemplation at the time they were prepared.

Submission requirements

Please submit by email your application to Tom Littlewood, Your submission should include:

- Curriculum vitae
- Examples of relevant work
- A response to the aims of Project Blueprint and the contribution/skills that you will be able to bring to the project
- Two referees

Applications should be emailed to tom@ginkgoprojects.co.uk by 5.30pm 4th December 2009. An acknowledgment of your application will be sent by email by 5.30 7th December. It is your responsibility to ensure that your application is acknowledged.

Selection criteria

Applications will be assessed on:

- relevant experience in facilitating groups
- the understanding of the project values and aims
- quality of creative skills
- availability

Interview date

It is expected that we will invite between one and three applicants to meet on an informal basis prior to selection. This meeting will provide an opportunity for all to understand and discuss in detail the project expectations and required working processes. This meeting will take place in Forfar on the 10th December.

Contact

For further information please contact Tom Littlewood at tom@ginkgoprojects.co.uk or telephone 01934 733406

Project Blueprint











Team and model development



Research: Duncan of Jordanstone



Pilot projects (x3)

 <p>School project group</p>	 <p>Creative facilitator</p>	 <p>Workshop development</p>	 <p>Manifesto Development plan Project outlines</p>	 <p>Expressive outcome School vision 1</p>	 <p>Project artist</p>	 <p>Artwork 1</p>
Pilot project 1: Isla						
 <p>School project group</p>	 <p>Creative facilitator</p>	 <p>Workshop development</p>	 <p>Manifesto Development plan Project outlines</p>	 <p>Expressive outcome School vision 2</p>	 <p>Project artist</p>	 <p>Artwork 2</p>
Pilot project 2: Monifieth / Carnoustie						