**Springhall Artist in Residence Scheme at Flowerfield Arts Centre, Portstewart**

**Terms of Reference for Appointment of Artist in Residence**

**Background**

Based on the stunning Causeway Coast, Flowerfield Arts Centre is home to world-class contemporary art exhibitions, music and performance events and a packed creative learning programme, as well as music events. Close to Portstewart Town Centre, the original listed Georgian building was extended in 2004, is fully accessible and includes a 130 seater performance space, three main galleries, dedicated craft studios in ceramics and glass and a FabLab, multi-purpose classrooms, IT media suite and a boardroom.

Flowerfield is located in beautiful park surroundings which include the award winning Diversity Playpark, one of only two fully accessible playparks for children in Northern Ireland. This flagship project completed by Causeway Coast and Glens Borough Council in September 2017 includes play equipment for children with physical disabilities and sensory needs enabling them to enjoy the opportunity to play alongside their brothers, sisters and friends

Recently, a lasting legacy was gifted to Flowerfield Arts Centre by one of its most ardent supporters. John Onslow Springhall passed away in 2015 aged 71 and he left a significant proportion of his estate to support and develop creative learning in the arts centre.

Mr Springhall, who lived in Portstewart, was a renowned author and University lecturer in Coleraine. He had been an enthusiastic supporter of Flowerfield Arts Centre since 1980 when it first opened its doors and his very generous gift is a reflection on how much he valued the centre.

In his memory and to fulfil his vision that his legacy be used “towards the teaching of arts and crafts in the centre”, Causeway Coast and Glens Borough Council are pleased to launch the **Springhall Artist in Residence Scheme at Flowerfield Arts Centre.**

**Purpose**

In addition to fulfilling the Springhall legacy, the residency scheme also takes cognisance of the council’s Cultural Strategy 2016-21 *Open Doors to Culture,* in particular the following themes:

* **Enhancing our cultural venues & assets**

Strategic Aim - *To use our landscape and our cultural assets and activities to enable opportunities for both local people and visitors to participate in the culture, arts and heritage of the area.*

* **Investing in creative learning & skills development**

Strategic Aim *-To support the creative development of our young people and our creative practitioners through training, skills development and providing opportunities to showcase work.*

* **Participation, inclusion and equality**

Strategic Aim *- To ensure increased access to and participation in culture, arts and heritage to marginalised and excluded groups (including section 75 groups).*

It will also help us to deliver on the Community Plan for the Causeway Coast and Glens Area specifically Outcome 1, Action 3 *To develop and deliver a rolling programme of joint health and wellbeing initiatives in partnership with Community Planning partners and others to increase access to culture, arts and heritage by socially excluded groups.*

Reflecting all of these aims, the purpose of the Springhall Artist in Residence scheme is as follows:

1. Support artists in their professional development
2. Develop new audiences for Flowerfield Arts Centre
3. Engage with local communities, young people, schools, businesses and others to increase access to the arts.
4. Create strong connections and new partnerships with the local community and users of Flowerfield Park including the new Diversity Park.
5. Raise Flowerfield’s profile on both local and national platforms

**Outputs**

The theme of this year’s scheme is **Making Connections** and the Council wish to appoint a suitably qualified, visual artist (including sculpture, ceramics, crafts, drawing, painting, printmaking, photography, design, video, filmmaking) who will deliver the following outputs:

1. Creation of public artwork for the park which
   1. is site specific
   2. reflects and responds to the Causeway Coast and Glens area and environment
   3. animates the park space
   4. physically connects the new Diversity Park and its users to the arts centre promoting inclusivity and access to the arts and creativity.
2. An exhibition/showcase
3. Community engagement programme of creative activities/projects including talks, demonstrations, practical workshops and master classes.

**Health & Safety**

The public artwork must meet all appropriate health & safety requirements.

**Timescale**

The residency will run for up to 6 months with the artist working on average 3 days per week. Ideally the timeframe for Year 1 is from Spring/Summer 2019. However this is open to negotiation.

It is expected that the artist will spend 50% of their time developing their own practice and 50% on community activity.

**Contract and fees**

The appointment will be on the basis of a freelance contract of service. The schedule will be agreed between artists and the project lead on appointment.

The fee for the residency is £15,600. This is based on a rate of £200 per day which includes travel and subsistence.

The cost of materials for the public artwork up to £10,000 will be covered. A breakdown of the costs must be set out clearly in the proposal.

Materials for the community engagement programme of workshops, masterclasses etc will be provided.

The residency offers the artist free studio space in Flowerfield Arts Centre which includes internet access, desk/work bench, heating and telephone. The artist will have independent access to the studio outside the centre’s normal opening hours.

Please note that the residency does not include accommodation.

Fees will be paid in GB sterling only through BACS system and in instalments agreed in advance with the artist

As the artist is self-employed, they will take responsibility for income tax and National Insurance contributions.

**Insurance**

The artist will be expected to have their own public liability insurance up to £5m.

**Child protection**

The artist must demonstrate Access NI clearance for working with children / vulnerable adults. If resident outside NI, additional clearance from relevant organisation must be provided.

**Support**

Support offered to the artist includes regular meetings with council officers to provide feedback and advice and assistance to make connections with local groups and schools.

**Marketing & Social Media**

The artist would also be expected to promote their work at Flowerfield and promote and acknowledge Flowerfield through PR and marketing platforms. They must be prepared to take part in any publicity opportunities organised by CCGBC eg photo calls, showcasing etc

**Evaluation**

The Artist in Residence Scheme will be subject to an annual review so it is important that the artist monitors and evaluates the scheme on an ongoing basis and completes a final evaluation report.

**Future Residencies**

It is anticipated that future residencies will be open to artists in other disciplines.

**Selection Process**

**A two-stage process will be used to assess submissions.**

**Stage 1**

Applications must be submitted on the template provided and include the following:

1. Up to date artist’s CV including photographic examples of relevant previous work
2. Evidence of experience in community art engagement
3. Project proposal including
   * Outline description of project
   * Relevance to theme “Making Connections”
   * How it meets outputs as described in ToR
   * Development of artist’s own practice
4. Costs exclusive of VAT
5. Contact details of two referees
6. Preferred dates of residency including proposed timescale
7. Confirmation of public liability insurance up to £5m
8. Demonstrate Access NI (and other appropriate authorities) clearance for working with young people and vulnerable adults

**Assessment Criteria**

**Applications will be assessed against the following criteria:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Criteria** | **Possible Score**  **(0-5)** | **Weighting** | **Total** |
| 1 | Evidence of a quality, professional practice |  | **X 3** | **15** |
| 2 | Relevant experience in community arts engagement activities |  | **X 3** | **15** |
| 3 | Project Proposal:   1. Relevance to theme “Making Connections” 2. How it meets outputs as described in ToR 3. How you will develop your own practice 4. Timetable for the delivery of the project including a breakdown of each stage |  | **X 1**  **X 3**  **X 2**  **X 1** | **5**  **15**  **10**  **5** |
| 4 | Imaginative approach |  | **X 1** | **5** |
| 5 | Best Value |  | **X 1** | **5** |
| 6 | Health & Safety Considerations |  | **X 2** | **10** |
| 7 | Details of the potential risks involved in the management and delivery of the project and the proposed contingency plans to deal with such risks |  | **X 1** | **5** |
| 8 | Monitoring & Evaluation of the project |  | **X 2** | **10** |
|  | **Total** |  |  | **100** |

**Stage 2**

Applicants who achieve a score of 70% or higher in Stage 1 will be invited to present their proposal in more detail to the panel. This will be marked as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Criteria** | **Possible Score**  **(0-5)** | **Weighting** | **Total** |
| 1 | Rationale, methodology and approach to the project :   1. Interpretation of the brief 2. How will you engage with a variety of stakeholders? 3. What are your outputs? |  | **X 5**  **X 5**  **X 5** | **25**  **25**  **25** |
| 2 | Communication & delivery of presentation |  | **X 1** | **25** |
|  |  |  |  |  |
|  |  |  |  |  |
|  | **Total** |  |  | **100** |

This score will be added to the Stage 1 score. The artist who achieves the highest score will be appointed.

**Timetable**

***Deadline for Submissions***

Applications must be submitted by **Friday 15 February 2019** to

Margaret Edgar

Cultural Services Manager

Flowerfield Arts Centre

185 Coleraine Road

Portstewart

BT55 7HU

Or by email to

[margaret.edgar@causewaycoastandglens.gov.uk](mailto:margaret.edgar@causewaycoastandglens.gov.uk)

Applications will receive a receipt of application.

***Stage 2 - Presentations***

Applicants who are successful in reaching Stage 2 of the process will be informed week beginning Monday 18 February and will be invited to make a presentation to the selection panel on **Thursday 14 or Friday 15 March 2019.**

**Point of Contact**

For queries in relation to this TOR, please contact Margaret Edgar, Cultural Services Manager [Margaret.edgar@causewaycoastabdglens.gov.uk](mailto:Margaret.edgar@causewaycoastabdglens.gov.uk) or Desima Connolly, Cultural Facilities Development Manager [desima.connolly@causewaycoastandglens.gov.uk](mailto:desima.connolly@causewaycoastandglens.gov.uk)

**Check List**

Please ensure that you have included the following documents:

* Application form
* Up to date artist’s CV including photographic examples of relevant previous work