

## CONTRACT FOR SERVICES DESCRIPTION

A large format version of this contract for services description is available on request.

### **Lead Artist – Media – Freelance Position, Monday – Media It!**

Bloomin' Arts is a creative arts organisation driven by the voice of disabled adults. We are a growing charity that delivers collaborative opportunities for disabled people to develop skills, perform, and work in the arts. In our small, friendly workshops, our highly experienced artist tutors are able to focus on individual skills. We work to everyone's strengths, enabling all to access art productions at any level they choose, in a collaborative and welcoming environment.

We are looking for a Lead Media Artist to deliver our Media It! group for learning, physically disabled, and neurodiverse adults.

This group will explore a mixture of media art forms, so your ability to lead the group with support from two assistant artists in a variety of Media art forms is key to the diverse creative nature of the group.

We are based in Lingfield, East Surrey, in a rural location close to the Kent and Sussex borders. Please note, you will need your own transport to get here.

### **Contract Details**

- Mondays, contract delivery hours: 1.00pm – 4.30pm (session runs 1.30pm – 4.00pm).
- 1 day per week for 40 weeks of the year – termly contracts of services provided.
- Freelance fee: £83.50 per weekly session.
- This is a freelance role. You will be responsible for your own tax and National Insurance. Payment is made through submission of a monthly invoice.
- Sessions are participant-led, meeting the Media It! group's creative aims and ambitions and the Artistic Strategy of Bloomin' Arts.
- Point of contact: CEO.
- Enhanced DBS check required.

- In addition to delivery weeks, we pay for planning time (two half-days per term for the course team to meet and plan).
- Monthly team meetings are paid separately at a flat hourly rate.

Bloomin' Arts is committed to safeguarding and promoting the welfare of all participants. We are also committed to the promotion of equal opportunities. This post is classed as having a high degree of contact with vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. It is therefore subject to an Enhanced disclosure through the Disclosure and Barring Service (DBS).

**Media It! Group, Mondays delivery time: Mondays, 1.00pm – 4.30pm**

Whether you are a filmmaker, interested in radio or digital media, or simply keen to learn new digital skills, you will find a place here. We merge a variety of artistic mediums to create shows, exhibitions, and exciting projects. We have fun, are authentic, and celebrate creativity.

There are 10 people who access the group some bring bringing one to one support. It's a group who are keen to continue their Media journey with a new Lead Tutor.

This is a space where participants are encouraged to find their voice and express themselves through a variety of creative media forms - whether that is speaking up, using their imagination, or taking the lead. It is a space for self-awareness, creativity and self-advocacy.

We are looking for someone who is personable, enthusiastic, and professional—someone passionate about enabling the creative work of our disabled artists and keen to support and develop creative talent.

## **Skills and Characteristics for this role**

- Warm and friendly.
- A good organiser.
- Enjoys working as part of a small team.
- Patient.
- Flexible – sessions may occasionally change.
- Comfortable with multi-tasking and responding to change.
- Inclusive in your approach, adapting tasks so everyone is included.
- Understanding of participants who attend either with carers or independently.

## Contract Description – Lead Artist- Media It!

- Media training/qualifications and/or relevant years' experience required.
- Minimum one years' experience of leading creative inclusive sessions for adults with learning, physical disabilities or neurodiverse adults.
- Lead, plan and deliver the Media It! sessions, in an inclusive and accessible format.
- Teach high quality arts practices, to develop our participants professional artistic knowledge and experience, adapting to support everyone to access the course.
- Work with the Arts Assistants to develop and deliver the high-quality creative work and projects.
- Working with the CEO and Fundraising Officer to provide in timely plans for group's projects to support the fundraising and project bids.
- Maintain a diary of activity and gather necessary evidence, including photographs and written documentation from all stages of work and projects.

- Work with the Community Engagement Manager to identify in reach/ outreach opportunities alongside volunteers needed to support the delivery of the Make It! group.
- IT Skills – Confident in using Microsoft packages Word, Excel, PowerPoint, Outlook and cloud-based systems. Apple Mac.
- Direct and co-ordinate Arts Assistants and volunteers supporting the Lead tutor in delivery of the Media It! Group.
- Writing of Risk Assessments (training can be provided)
- Confident in providing professional written and verbal communication.
- Able to work and communicate well in a team and build positive relationships
- Plan detailed outings and creative projects in collaboration with Co-Artists and the CEO.
- Available to attend monthly meetings, in person and/or digitally.
- Duties above are not exhaustive and may be subject to change over time.

#### **Desirable**

- Availability and willingness to provide artistic cover for sickness/holidays.

Please note: the duties and responsibilities listed above are not exhaustive and may be subject to change over time.

### **BLOOMIN' ARTS PARTICIPANTS – CONTRACTORS DESCRIPTION**

#### **Personal Qualities**

- Be kind, helpful, and honest.
- Have a sense of humour.
- Respectful towards others
- Well organised.
- Friendly, outgoing, encouraging, reliable, dedicated, and committed

**What we would like you to do**

- Get to know everyone's abilities and encourage us to achieve more—if that is what we want.
- Encourage and support us
- Be relaxed, approachable, and supportive.
- Help individuals participate when asked.
- Be committed to helping us in shows and special events.
- Support us to stay safe during sessions, workshops, and shows.
- Follow the group rules—they are for everyone.

**How we want to be treated**

- With respect, while helping us to be independent.
- In a friendly and encouraging way.
- With honesty and trustworthiness.