

## **ARTIST IN RESIDENCE BRIEF**

### **Aims**

The Leigh-on-Sea Town Council as Operator of the Leigh Community Centre (the Centre) aims for the Centre to be more than a facility for room hire within Leigh. It aims to add to the creative life of the community and nurture and develop talent within the town with a diversification of art forms.

The Artist in Residence Scheme (the Scheme) will contribute to the Operator's aims by

- allowing artists the opportunity to develop their work in a unique context.
- agreeing with the Operator's Art Group a programme of creative activities within the Centre designed to broaden the range of ages and capabilities involved in the arts
- contributing to the artistic life of the town, inspiring and being inspired by other artists, users and staff members who work at the Centre.
- broadening the types of experience in the Centre
- working with the Operator's Art Group in respect of internal exhibitions and displays within the Centre

The Operator is offering 12 month residency to an appropriate artist as a contribution to the artistic life of the Centre which exists for the benefit of the community of Leigh. The Operator is seeking artists from any art form which is appropriate to be carried out within the Centre who can:

- deliver an interesting and innovative arts programme within the Centre
- produce (a) piece(s) of work for display within a designated area of the Centre
- assist in the creation of exhibitions of all art forms within the Centre and the community art wall
- establish, in conjunction with the Operator's Art Group an outreach programme within the community of Leigh and liaise with other artists and art groups within the three districts referred to above to carry this programme forward
- source and advise on grant funding for the arts within the Centre and community

### **The Application and Appointment Process**

Applicants shall be a resident of, or work or study within, the Borough of Southend, or the Districts of Castle Point and Rochford.

Applicants, whilst enhancing their own artistic ambitions, shall embrace all appropriate art forms in their programme of creative activities within the Centre.

Applicants shall provide two references (one financial).

Applicants will be required to submit and make a presentation of an outline programme of creative activities for the Centre to the Operator's Art Group as part of their application.

Applicants will be expected to show a broad understanding of the work of the Operator and the demographics of users of the Centre and to structure their creative programme accordingly.

The Operator's Art Group will short list, interview and appoint the Artist in Residence.

### **Facilities / Working Space**

The Operator offers the Licence Area within the Centre for the Licence Period and will expect the Artist in Residence to immerse themselves in the life of the Centre and will be provide a designated space within the Centre for the Artist in Residence to display their own artistic productions for the duration of their residency.

The Operator will publicise the Artist in Residence's programme and activities through its magazine and website thereby giving them official recognition.

### **Evaluation, Accountability and Impact**

Following the first month of Licence Period the Artist in Residence will be invited to present the detail of their intended programme of creative activities to a meeting of the Operator's Art Group. This meeting will also provide an opportunity for the Artist in Residence and Operator's Art Group to discuss and resolve any issues that have arisen during the 'settling in' period.

A second presentation to the Operator's Art Group by the Artist in Residence will take place at the end of the sixth month of the Licence Period. At this meeting, the Artist in Residence will be expected to explain, in detail, the progress and achievements of the agreed creative activities programme in terms of the Operator's aims for the Artist in Residence Scheme and also to share any information on progress towards their professional aspirations. The Artist in Residence will be invited to highlight any issues that require the attention of the Operator's Art Group and to outline plans for the second half of the residency.

A final evaluation will take place in the last month of the Licence Period in order to establish the Artist in Residence's contribution to the Operator's aims for the Scheme and also to identify positive developments for the Artist in Residence in terms of commissions, sales and raising their professional profile in the local community and beyond.

In order for the programme of an Artist in Residence to continue and improve, the Artist in Residence will provide feedback and suggestions to the Operator at the end of the Licence Period.

### **Financial and Licensing issues**

The Artist in Residence will Occupy the Licence Area under a Licence and subject to payment of a monthly rental and on such other terms as described therein in the Licence.

The Operator will set aside a sum of £500 from the Licence Fee Payments to finance and commission a legacy piece of art from the Artist in Residence for permanent retention by the Operator.

No Artist in Residence shall be eligible to apply for the position again within a period of 5 years following their residency.

### **Copyright and Ownership**

The copyright and all intellectual property rights in the created works and/or documents will remain vested in the Artist in Residence or the person responsible for their production.

#### Additions to standard Terms and Conditions

The Licence Area is unsuitable for class tuition or group activities. If the Artist in Residence wishes to carry out such activities within the Centre they will be required to hire a room within the Centre subject to the usual hire arrangements and terms and conditions of the Centre.

The Artist in Residence may decorate and refurbish the Licence Area by agreement with the Operator at their own expense and on determination or expiry of the Licence shall reinstate the Licence Area to its former condition unless otherwise agreed in writing with the Operator. Any works undertaken by the Artist in Residence in the Licence Area shall be agreed in advance in writing with the Operator and implemented to the satisfaction of the Operator's professional advisors and such work and such satisfaction shall be obtained at the Licensee's expense.

Mechanical, electrical or other equipment installed in the Licence Area shall not be operated unless the Artist in Residence is in attendance to supervise it at all times. For any liquid or chemical substances such as glaze, powder, paint, cleaning materials etc the Artist in Residence shall provide the Operator with the relevant supplier's COSHH instructions in respect of prevention of health and hazard risks. The Artist in Residence shall provide a risk assessment to the Operator in respect of any hot works to be undertaken in the Licence Area - such as using an iron, hot wax for batik, use of a kiln etc. Hot works such as welding, angle grinding, use of blow torches are strictly forbidden in the Licence Area.

The Licensee shall at their own expense and to the entire satisfaction of the Operator make good any damage caused to any part of the Licence Area or Centre in the exercise of the rights conferred by this Licence or the programme agreed under the Brief.

The Licensee shall keep the Licence Area and any other part of the Centre allocated to them under the Brief clean and tidy at all times and shall not place in the Licence Area or the Centre anything that would constitute an obstruction or a risk to the health and safety of anyone working or visiting the Licence Area or the Centre

The Licensee shall comply with all legislation, health and safety requirements and regulations made by the Operator relating to the Licence Area and the Centre and its operations

The Licensee shall only have access to the Licence Area or the Centre during the opening hours of the Centre unless otherwise agreed with the Operator at which times a caretaker or other member of the Operator's staff shall be present and the cost of such presence shall be deemed outside the monthly rental arrangement and shall be charged to the Licensee

The keys to the Licence Area shall at all times be the property of the Operator and shall be held by them at all times and the Licensee shall only gain access to the Licence Area having obtained the keys from the Operator and signed in to the Centre. On leaving the Centre the Licensee shall ensure that the Licence Area and any equipment therein is safe and secure and shall return the keys to the Operator and sign out of the Centre

The Licensee shall be responsible for all Insurance as applicable to their operation and their use of the Licence Area and the programme agreed under the Brief within the Centre and shall deposit a copy of such Insurance with the Operator.

This Licence is personal to the Licensee and the Licensee shall not assign or purport to assign or deal with it in any other way and shall not share or allow any other person to use or act under this Licence in the Licence Area

The Artist in Residence will be a co-opted member of the Operator's Art Group.