‘Creative Expressions in Libraries’ Earl Shilton Library Project

# **Creative Practitioner’s Brief: To plan, design, develop and deliver an intergenerational collaborative project for KS2 pupils and older people to foster connection through culture and creativity in the library.**

**Are you a Creative Practitioner who can work with both school pupils and older people, using the arts as a catalyst to connect them to their local library and to each other?**

**Commissioning organisation**: Culture Leicestershire

**Location**: Earl Shilton Library, Wood St, Earl Shilton, Leicester LE9 7NE

**Time and Day:** 6 x weekly sessions will take place Wednesday 11-12noon

**Submission deadline**: 5pm on Tuesday 14th January

**Managed by:** Community Participation Worker (CPW), Amarjeet Singh

**Recruitment by**: A panel of staff from the library service, led by the CPW.

**About Culture Leicestershire**

**Culture Leicestershire** isthe County Council’s Library, Heritage, Collections, Learning and Participation Services. Our vision is to create space to spark imagination, celebrate communities and enhance wellbeing. We are a National Portfolio Organisation (NPO), funding from Arts Council England to support them to deliver the ‘Let’s Create’ strategy. For more information please visit:

[Arts Council National Portfolio Organisation Investment programme](https://www.artscouncil.org.uk/NationalPortfolio23)

[Culture Leicestershire](https://www.cultureleicestershire.co.uk/)

[Leicestershire Libraries](https://www.leicestershire.gov.uk/leisure-and-community/libraries)

Our Libraries NPO strand is called ‘Creative Expression in Libraries’. Our aim is to commission specific creative activities to help develop new library audiences and make libraries vibrant cultural hubs in our communities. Earl Shilton Library, alongside three other Leicestershire Library sites, has been identified for the second year of the NPO programme. These libraries will appoint a Creative Practitioner to create new activities for communities, with a focus on Children and Families as a target audience. Each site project will be managed by a dedicated Community Participation Worker (CPW) from Culture Leicestershire’s participation team.

**Project Activity / Role of Creative Practitioner**

We are excited to be seeking a Creative Practitioner to work at Earl Shilton Library to develop and deliver a cultural project aimed at both KS2 pupils and older library users. The aim of the project is to deliver a series of interactive sessions which would be inclusive for multi-age, multi-ability audiences, which foster connection through cultural and creative activity. Embedded within the sessions should be an activity that engages participants to help co- create a creative output.

**The nature of the sessions and the resulting co-creative output/s is up to you to propose!**

A working group consisting of Earl Shilton library staff and library professionals has come together to devise the project and discussed the following session ideas: wire work, musical/theatrical/drama, generational creative storytelling, weaving, toymaking, some form of interactive artwork etc. Examples of your output could include a piece of artwork, song, dance, theatre performance, exhibition, community book, virtual map etc. **You may wish to include one or more of these ideas in your submission or propose a completely different outcome; the panel is open to all suggestions**. We are particularly interested in suggestions which include elements that celebrate/connect to the heritage of Earl Shilton.

The target age range is primary-aged school children and older people. Your proposal should address how your sessions will cater for the range of the participants and their abilities, and how you will adapt the content and delivery accordingly. (The CPW will be responsible for identifying the targeted schools and groups with whom to work with for this project).

**Project Vision and Aims**

* To encourage wider use of the library by primary school and older audiences and offer access to cultural activity to those who currently don’t access it.
* To embed cultural activity into the library during the project and to promote the library as an accessible and culturally vibrant space.
* To promote the importance of both reading and wider cultural activity including the arts in children’s development.
* To increase participation, widen the diversity of our library audiences and enhance community cohesion.
* To meet Arts Council England’s ['Let's Create'](https://www.artscouncil.org.uk/lets-create) aims and ambitions.

**Creative Practitioner requirements**

* Plan, deliver and facilitate a series of 6 workshops with a targeted KS2 and older person audience within the library (these groups will be identified/recruited by the CPW). Workshops should embed creative activity and should aim to encourage conversation and foster connection between the two age groups.
* Support the delivery of a celebration event which will recognise the participants and showcase output/ resource(s) that have been created.
* Available to deliver 6 sessions at Earl Shilton Library on Wednesday mornings from 11am-12noon (plus set-up and take-down) commencing 5th March 2025
* To co-develop and co-design the creative output(s) with participants, based on ideas outlined in your proposal.
* To provide content for advertising and recruitment such as images for social media posts.
* Provide photographic documentation of the progress of the work, using organisational consent forms where required.
* Health and Safety of activities and output should be considered, and you will need to devise and share risk assessments.
* Support the collection of evaluation as required by Culture Leicestershire.
* Collaborate regularly with Culture Leicestershire staff, including local library staff, and local partners.
* Manage the budget and provide a comprehensive audit trail with oversight from the project co-ordinator.

**Skills, Experience and Understanding**

**Please demonstrate your skills and experience and/or understanding in relation to each bullet point and identify any gaps or areas where you may need support.**

* Experience of working and communicating with KS2 children and older audiences, including an understanding of the needs and abilities of both groups and how to cater to both. We are interested to hear from creative practitioners who have previously worked on intergenerational projects (this is a desirable but not essential criteria)
* Experience of working with primary school-aged children and an understanding of the developmental needs and abilities of children within this group.
* An understanding of safeguarding awareness in relation to working with the selected audiences.
* Understanding of the health and safety requirements of working with the above groups and how you will ensure the proposed activities and outcomes are safe and appropriate for them.
* Connecting with communities using art forms as a catalyst.
* Working within the Cultural and Heritage sectors.
* Planning, delivering, and facilitating workshops or community projects.
* Delivering and co-creating participatory artwork.
* Good communication skills and ability to work with partners to deliver shared outcomes.
* Project management skills.
* DBS clearance
* **Due to established groups and activities taking place at Earl Shilton Library, the Creative Practitioner must be available to deliver sessions for this project on Wednesday mornings.**

**Submission Information**

The artist should enter a submission, using the application form linked below, including the following information:

* Any skills or experience (see above requirements) that demonstrates suitability for this project, including photographs or links to any relevant previous work.
* A proposal for a creative project resulting in a creative output that delivers against the outlined expectations
* Suggestions for the creative output including visual representations of the proposed outcomes.
* Details of how the proposed work can take place within the library space.
* An outline of envisaged timescales for all stages of the project i.e., research, planning, delivery, and evaluation.
* A rough idea of session plans.
* A breakdown of how you would use the budget (please see the application form for more details) It is acceptable not to use all the budget, but it is ring-fenced for this work so you should use it all as far as possible. Please note that Culture Leicestershire recognises the [Artist’s Union pay guidance](https://leics-my.sharepoint.com/personal/macha_barnden_leics_gov_uk/Documents/Artist’s%20Union%20pay%20guidance).
* Details of insurance and liability to deliver the proposed project, or intention to obtain this.

**Please send through any supplementary documentation, including visual representations of your output, pictures of previous work etc, alongside your application form.**

**Support and access to the library space**

Community Participation Workers within the Culture Leicestershire team manage the work of Creative Practitioners commissioned by Culture Leicestershire, providing support, direction, and advice. They will be your main contact point. They support liaison with relevant people and groups inside and outside of Leicestershire County Council as well as contract-manage the overall project from beginning to end. They will also provide support with payment, evaluation, promotion, partnership work and other aspects of the project.

**Process**

The Creative Expressions in Libraries Earl Shilton Library working group will review all submissions.

Submissions should be made by completing the Creative Practitioner application form, which is available as a Microsoft Office Form or as a PDF and can be found [here](https://www.cultureleicestershire.co.uk/projects/earl-shilton-library-project/). If using the PDF please send with your name and ‘Earl Shilton24’ in the file name. Due to limits on file sizes please include any images, video, or large files as links, or email separately where this is not possible. Please also rename these with your name and ‘Earl Shilton24’.

Applicants who have been shortlisted will be invited to an informal interview. Please indicate if you will be unavailable for the proposed interview dates (see below). Unsuccessful applicants will receive feedback, and details will be kept on file (with permission) for future projects.

**Timescales**

**Deadline for submissions: 5pm on Tuesday 14th January 2025**

Proposed date for informal interview: Week beginning 27th January 2025

Planning stage to start February 2025 with activity running weekly from beginning of March onwards onWednesday mornings

Output finalised by end of May 2025.

**Budget**

The fee available is £1500. A strong expression of interest will show a breakdown of costs and clearly demonstrate how the budget will be spent. For example:

* Time - this could be a price per participatory session including preparation time, delivery of the session and travel.
* Materials - this should be broken down into costs for participation materials or outcome processes.
* Additional costs - these may include your transportation, administration, and technical services.
* Cost of a celebration event. Please identify how you would spend this

There is an additional budget available towards the final creative output/s. This will be up to £2000, depending on your proposal and the time, materials and resources needed. Please include a breakdown of how this money would be spent.

**The total sum available is up to £3,500.**

**Terms and conditions**

* To abide by Leicestershire County Council’s data protection and GDPR
* Leicestershire County Council is committed to ensuring that its services, policies, and practices are free from discrimination and prejudice and that they meet the needs of all sections of the community. All provision is expected to be in accordance with this principle.
* As a consultant you agree to grant full copyright license and ownership to Leicestershire County Council to use any final artwork, resource or creative output resulting from the project, in any manner they deem appropriate
* For all or any aspects of the project to be filmed for the purpose of promotion or training
* All final decisions and approvals will be from Leicestershire County Council.

**Contact:**

**If you have any questions/to submit your application, please contact:**

Amarjeet Singh, Community Participation Worker

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0116 305 9644

Please note my working days in this role are Tues, Weds all day and Thurs mornings. Please email if I am unavailable by phone.