Working with Creative Practitioners project checklist

There are a number of steps to go through in preparation for hiring creative practitioners.

This is a checklist for staff with the aim of offering a positive experience for all.

Please note much of these guidelines may not be applicable for one off events.

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| Good Practice | Description | Applicable Y/N |
| Project planning | | |
| Project Parameters | * Explore and agree project ideas. Consider establishing a working group. * Ensure co-creation is embedded where possible and appropriate * Decide on the output e.g. event, film, piece of art etc. If an output has not been identified, consider having a more open brief. This gives artists more flexibility to present their ideas. * Agree timescales/ deadlines. Delivery start date will often determine timescales for recruitment. * Identify times / days for delivery * Identify key people /partners to involve – internal teams, external partners, other authorities, local community etc. Consider involving them from the start and invite them to help develop the brief. * Identify audience(s) you want to engage * Discuss limitations to delivery – e.g. space available, or needing to be outside of normal working hours to reach intended audience etc. |  |
| Set your budget | **Fair Pay Commitment**   * We are dedicated to ensuring fair compensation for individuals in the cultural sector. * Organisations and projects funded by us must ensure that fees for artists, creatives, and specialists align with recognized codes of practice and guidelines set by relevant lead bodies. * Consult industry guidance for further details on recommended pay rates. * Consider participating in the Prompt Payment Code or adopting similar practices, such as upfront or early payments.   [Rates of pay guidelines – Artists Union](https://www.artistsunionengland.org.uk/rates-of-pay/) |  |
| Recruitment |  |  |
| Project brief | [Click here to see a template for creating a brief](https://www.cultureleicestershire.co.uk/wp-content/uploads/2024/04/CP-Brief-Guidance.docx)  [Click here to see examples of past briefs](https://leics.sharepoint.com/sites/participationteam/Shared%20Documents/Forms/AllItems.aspx?csf=1&web=1&e=8Qxgpd&cid=28595c3b%2Dac62%2D49ee%2Daf5d%2D7fe3c23cdad8&RootFolder=%2Fsites%2Fparticipationteam%2FShared%20Documents%2FCreative%20Practitioners%2FBriefs%20and%20Call%20Outs&FolderCTID=0x0120006D00CEBBBCECDE4080C3D920C28476DE)  [Considerations when recruiting a practitioner](https://www.cultureleicestershire.co.uk/wp-content/uploads/2024/04/Considerations-when-recruiting-a-Creative-Practitioner.docx)   * Offer clear information:​ the parameters; audience, venue, timescales, outcome and any non-negotiables​ * Outline skills, experience and understanding required – be clear on desirables and essentials. * State whether a DBS is required. * Outline payment and terms​ * Clarify any support or development that may be available (non-pecuniary benefits) * Ensure application process is clear. Provide link to the [CP application form](https://www.cultureleicestershire.co.uk/wp-content/uploads/2024/01/Creative-Practioner-Application-Form-Jan24.pdf) and encourage supplementary documents such as visuals, images etc. |  |
| Advertise | * We recommend advertising the opportunity for 3-4 weeks. * Artsjobs: the key place to advertise.   Tips: title artist/creative practitioner. Tick all artforms you will accept.  Payment – select pro rata for the delivery, not the amount. This will be £35-40k if salaried; putting a low amount is off-putting   * Ask Creative Leicestershire to share * Use social media, in particular Instagram and tag local arts organisations around the county * Share with partners * Email registered creative practitioners from the mailing list. * Our events EOI form and Project application form invites CPs to opt in to our mailing list. |  |
| Shortlisting / interview process. | * Decide who is going to be involved in the shortlisting and interview process. We recommend minimum 2 people. If working across teams, ensure there is a representative from each team. Staff who engage in this process should consider completing the recruitment and selection training <https://leicestershiretotara.learningpool.com/course/view.php?id=4690> * Create a shortlisting grid for meeting criteria. [click here for template](https://www.cultureleicestershire.co.uk/wp-content/uploads/2024/06/shortlisting-grid.xlsx) * You may wish to weight elements before you begin, when you write the brief, e.g. realistic budget, experience. Although the quality of the idea and it working for the target community is key. * Invite successful/ shortlisted CPs to interview/ discussion. Decide whether this will be in person or remote. * Interview questions should relate to the specifics of the project * Provide feedback to unsuccessful applicants. For those who made it to interview this should be more comprehensive and in depth. When giving feedback it's a good idea to start off with the positives before addressing the areas where the candidate could have done better. Give specific examples and encourage them to continue to develop their strengths. Be authentic in your feedback. Offer realistic and objective advice * For those who agreed, add CP’s details to the mailing list |  |
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| Create a Partnership agreement | * Arrange a meeting with the successful candidate to do introductions and discuss key criteria. * Develop your partnership agreement:   -Outline key objectives, milestones and timeframes of project.  -Be clear on roles and responsibilities of the CP and of us as the commissioning organisation  -Make clear terms for payment or part payment.   * Offer to discuss and go through the agreement either in person or via the phone / teams etc. with the CP * An example of a partnership agreement can be found here: * Ensure the partnership agreement along with the funding conditions form is sent to and signed by the CP: |  |
| Payment: | * Agree on payment schedule and ensure timely payments. Remember all payment will be made 30 days after invoice is received. * Agree on expected hours for research, development, planning, and delivery * Compensate CP’s appropriately for any additional hours worked beyond the agreed amount. * Acknowledge that self-employed practitioners are responsible for their own tax, National Insurance contributions, overheads, travel, and equipment costs, and may not receive holiday or sick pay. * Send the CP details on how to set up as a supplier   [Invoice template for suppliers](https://www.cultureleicestershire.co.uk/wp-content/uploads/2024/05/Invoice-Template.docx)  [Invoice template instructions for use](https://www.cultureleicestershire.co.uk/wp-content/uploads/2024/05/Invoice-Template-Instructions.pdf) |  |
| Management and Support | | |
| Induction | * Adapt the ‘Working with us’ document to make it specific to your project. Share this with the CP  * Show freelancers around the building or workspace making sure they can access any equipment they’ll need * Introduce them to relevant staff across your organisation and share key contact information * Ensure that appropriate safeguarding checks have taken place, where necessary, and that they have read and understood the safeguarding policy * Establish clear channels for raising concerns.   **Risk Assessment**     * Ask CP to provide you with a Risk assessment of the activity. * If they do not have one, consider supporting them to complete it   **Copy of Insurance Policy**   * Ask CP to provide proof of public liability insurance. * If they do not have this, refer them to Artists Union England for support <https://www.artistsunionengland.org.uk/public-liability-artists-insurance/> |  |
| Ongoing Project delivery | * Ensure regular meetings are booked in with CP throughout project delivery * Sometimes project direction and timeframes need to change- often this is out of our control. Ensure you notify the CP of any changes as soon as possible and be transparent in your reasoning. |  |
| Evaluation | * Ensure the CP is clear on their role around evaluation with participants. Are they responsible for it, are staff supporting it, which processes should they be using, how is the information to be managed. * Plan a CP evaluation of the project and processes using our CP evaluation guide. This should be a 2-way approach. <https://surveys.leics.gov.uk/snapwebhost/s.asp?k=171688291209> * Ensure you mention the CP in any case studies, good new stories, SM posts etc. |  |