

ROCKINGHAM ARTS CENTRE WORKSHOP FACILITATOR EXPRESSION OF INTEREST 'BLOKES WITH BRUSHES'

The City of Rockingham seeks expressions of interest by experienced male artists to facilitate an eight week art workshop series, targeted and presented to men only. This workshop series will be run on a weekly basis on a weekday evening from 6pm to 9pm at the Rockingham Arts Centre. It is anticipated the series will be presented sometime during the January to May 2021 period, specific dates will be selected based on the availability of the selected facilitator and the workshop space availability at the Rockingham Arts Centre.

Blokes with Brushes will be a welcoming and safe place for men to learn art skills, ask questions, network with likeminded men, explore their artistic side in an environment created for men only and create social connections. It is anticipated that workshop participants will learn a different art skill each week to create the building blocks to develop a strong understanding of the process to create an art piece. Workshop participants will leave at the end of the eight week series with a completed artwork.

The selected facilitator will be paid at the NAVA standard industry rate of \$80.26 per hour. In addition a one hour per session payment will be included to cover the facilitator workshop set up and pack down time. The selected facilitator will be required to provide a copy of their Public Liability Insurance and will be required to obtain a Police Clearance Certificate dated within 3 months of the workshop.

The Rockingham Arts Centre is a multi-functional arts facility. The City is committed to activating the Centre by offering a variety of diverse workshops and exhibitions in a range of contemporary arts practices and forms.

For further information or to discuss your intended workshop, please call the Rockingham Arts Centre Officer on 9527 0734 between 9am and 4pm, Monday to Friday.

Facilitator Responsibilities:

- Meet with the Rockingham Arts Centre Officer to tour the facility, collect the facilitation pack, key and alarm code one week prior to the commencement of the workshop.
- Open and close the Rockingham Arts Centre and ensure alarms are set upon exit.
- Switch off lights and air conditioner at end of workshop.
- Set up and pack down the workshop space. (The facilitating artist must be able to set up and pack down required equipment, chairs, tables, etc.)
- Ensure workspace is left in a clean and tidy condition with all rubbish put into bins.
- Identify and/or source sufficient materials to run the workshop. (The City will not supply or source materials).
- If supplying materials, develop a materials pack for participants and cost per pack. (Personal Stock must be approved by the City prior to supply and a copy of the original purchase receipt must be provided for reimbursement) If participants are required to purchase their own materials, provide a detailed list of materials and art suppliers where items can be purchased by participants.

- Record participant attendance.
- Clean the workshop space after each workshop session to an acceptable condition, including emptying bins, sweeping, vacuuming, mopping (if necessary), wiping down tables and chairs, packing away tables and chairs, tidying up kitchen and tea/coffee supplies.
- Provide a one-page workshop report within seven days of the conclusion of the final workshop session.
- Provide an itemised invoice and completed EFT form, and receipts if applicable. Return the facilitator pack at the conclusion of the workshop, including access cards, alarm codes, and completed feedback forms.

City Responsibilities

- Promote the workshop.
- Book the workshop space.
- Record registrations.
- Advertise a registration cut-off date.
- Charge a participation fee and material costs.
- Provide final participant numbers for workshop seven days prior to workshop.
- Provide a facilitator's pack including access cards, alarm codes, feedback forms and information sufficient to enable the facilitator to undertake the workshop.
- Pay the artist after completion of the final workshop, on provision of a report, an itemised invoice and completed EFT form, and receipts if applicable.

.Rockingham Arts Centre Workshop Facilitator Expression of Interest - Blokes with Brushes

Name: _____

Address: _____

Suburb: _____

Postcode: _____

Phone: _____

Mobile: _____

Email: _____

Website: _____

Facebook Page: _____

OFFICE USE ONLY

EOI RECEIVED: _____ *HPE #:* _____

Workshop Outline

Art Discipline: _____

Detailed Workshop Description: (What will attendees be doing, learning each week?)

(Please attached a separate page if more space is required)

Will you require water for your workshop?

YES/NO

What is the maximum numbers of participants you can cater for? _____

(NOTE: Minimum number of participants to be no less than 12, preferred attendance number is 15 or more).

What is your preferred workshop day? _____

What equipment will you require (provided by Rockingham Arts Centre):

☐ Whiteboard ☐ Tables ☐ Chairs ☐ Easels ☐ Projector

Will attendees be required to bring anything with them to the workshop? **YES/NO**

If yes, what items will they be required to bring?

Materials – Please provide a comprehensive list of materials and prices to cater for your maximum numbers advised.

Quantity	Item	\$ Cost
	Total Cost \$	

NOTE: Participants will be required to pay material costs to the City and the City will reimburse these costs to the facilitator on proof of purchase unless otherwise agreed by the City.

Please provide the following as an attachment:

- Professional profile, including experience and qualifications
- Biography (Suitable for City of Rockingham website, max. 50 words)
- Promotional blurb (Suitable for City of Rockingham website, max. 80 words)
- Promotional image (Suitable for City of Rockingham website)

Please note: Permissions must be provided if images include children

Do you hold your own Public Liability Insurance? (copy required)

YES/NO

If yes, please advise Policy Number: _____ Expiry Date: _____

How did you hear about the Rockingham Arts Centre Workshop Facilitation Program:

☐ Website ☐ Facebook ☐ Email ☐ Friend/Family ☐ Previously Facilitated ☐ Other: _____

Checklist:

- ☐ I have attached my artist CV. (professional profile, experience and qualifications).
- ☐ I have included an up-to-date police clearance or will provide one within the specified timeframes.
- ☐ I have included an up-to-date Working with Children check (if applicable).
- ☐ I have attached an image for reproduction on the City of Rockingham website.
- ☐ I have attached my promotional blurb for reproduction on the City of Rockingham website.
- ☐ I have attached my Biography.
- ☐ I have my own Public Liability Insurance and have attached a copy

Please return completed Expression of Interest forms and attachments to customer@rockingham.wa.gov.au or your printed version to the Rockingham Arts Centre, 11 Kent Street, Rockingham by Friday 11 December 2020.

DISCLAIMER 1:

I agree that if less than 5 people have registered 1 week prior to the workshop date, the workshop will be cancelled with no remuneration and I will retain any workshop materials purchased by myself.

FACILITATOR SIGNATURE: _____ DATE: _____

DISCLAIMER 2:

I agree to 7 days' notice of attendee numbers advice for material purchases.

FACILITATOR SIGNATURE: _____ DATE: _____