

ROCKINGHAM ARTS CENTRE WORKSHOP FACILITATOR EXPRESSION OF INTEREST Art Explosion - School Holiday Program

The City of Rockingham seeks expressions of interest by experienced art facilitators for School Holiday Art Workshops at the Rockingham Arts Centre for the April 2021 School Holidays during the week of 12 – 16 April 2021.

The Rockingham Arts Centre is a multi-functional arts facility utilising multi-purpose room, studio and exhibition space. 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.

Expressions of Interest are sought from experienced artists able to offer workshops in artistic disciplines that cater for ages 7 to 16 years.

For further information or to discuss your intended workshop, please call 9527 0734 between 10am and 3pm, 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.
- Distribute and collect feedback forms.
- 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 – School Holiday Program

Name: _____

Address: _____

Suburb: _____

Postcode: _____

Phone: _____

Mobile: _____

Email: _____

Website: _____

Facebook Page: _____

OFFICE USE ONLY

EOI RECEIVED: _____ *HPE #:* _____



Workshop Details

Art Discipline: _____

Workshop Title: _____

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

Participant Outcomes: (What will attendees take away)

What age group does your workshop cater to? 7 – 12 years 12 - 16 years

Do you require water for your workshop? Yes No

What is your preferred workshop type?

- Single workshop of ____ hours.
- Workshop series: ____ sessions of ____ hours each.

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

Maximum number of attendees you can cater to: _____

Equipment required (provided by Rockingham Arts Centre):

- Whiteboard Tables Chairs Easels Projector

Attendee materials (What will attendees be required to bring with them?):

Budget – Please complete

Item	Description	\$ Cost
Facilitator Fees	\$80.26 per hour	
Setup & Pack down	1 hour @ \$80.26 per session	
Materials (please list as separate items) <i>Please Note: The City will no longer pay for materials</i>		Estimated Cost per participant
Total		

NOTE: Participants will be required to pay material costs to the City and the City will reimburse these costs to the facilitator

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

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.
- 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 forms and attachments to customer@rockingham.wa.gov.au or your printed version to the Rockingham Arts Centre, 11 Kent Street, Rockingham by Friday 12 February 2021.

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:** _____