



Leigh-on-Sea Town Council

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ARTIST IN RESIDENCE BRIEF

For the purposes of this Brief the Artist in Residence enters into a licence with Leigh Town Council to occupy an area of attic space in Leigh Community Centre on a short-term basis. All the terms are as defined in the Licence.

Aims

Leigh-on-Sea Town Council operates Leigh Community Centre and 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 will contribute to these aims by

- Allowing artists the opportunity to develop their work in a unique context.
- Agreeing with the Council'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 Council's Art Group in respect of internal exhibitions and displays within the Centre

The Town Council is offering a 12-month residency/fellowship 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 Council 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 Council'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
- To actively promote Leigh-on-Sea Town Council Arts initiatives within the local arts community to carry the 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 City of Southend, the Borough of Castle Point or the District of 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 Council's Art Group as part of their application.
- Applicants will be expected to show a broad understanding of the work of the Town Council and the demographics of users of the Centre and to structure their creative programme accordingly.
- The Council's Art Group will short list, interview and appoint the Artist in Residence.

Facilities / Working Space

The Council 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. There will be the opportunity to display works on occasion within the Centre.

The Council will publicise the Artist in Residence's programme and activities through its magazine, website, community engagement app and social media pages thereby giving them official recognition.

Evaluation, Accountability and Impact

Following the first month of the 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 Council's Art Group. This meeting will also provide an opportunity for the Artist in Residence and Art Group to discuss and resolve any issues that have arisen during the 'settling in' period.

A second presentation to the 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 Council'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 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 Council'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 Council at the end of the Licence Period.

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 may be unsuitable for class tuition or group activities and the Artist in Residence needs to liaise with the Town Clerk and seek approval should they wish to carry out such activities.
- The Artist in Residence may decorate and refurbish the Licence Area by agreement with the Council 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 Council.
- 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 Town Clerk 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 Town Clerk 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, and use of blow torches are strictly forbidden in the Licence Area.
- The Licensee shall only have access to the Licence Area or the Centre during the opening hours of the Centre.
- The keys to the Licence Area shall at all times be the property of the Council and shall remain on site at all times and the Licensee shall only gain access to the Licence Area having obtained the keys from the key box 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 key box and sign out of the Centre
- The Artist in Residence will be a co-opted member of the Operator's Art Group.