



Make it Happen - Long Course Outline (with topics)

Session title	Session description	Topics covered
Introduction to participatory arts and initial project planning and consultation.	The learner will understand the basic concepts of designing and developing a participatory arts project that fits the needs of their organisation/partnership/group and the requirements of its users/audience/participants/community.	<ul style="list-style-type: none">• What is participatory/community arts?• Benefits of participatory arts• Art forms/sub art forms/art in a community context• Example creative projects• Consultation with users/stakeholders• Consultation tools• Overview of project lifecycle• Introduction to project planning/scoping
Project life cycle, scope and development. <i>(A MiH grant leads to a LIVE project after the training course, Project ideas will be captured and agreed as part of this module.)</i>	The learner will explore setting the vision, aim and objectives for an arts project.	<ul style="list-style-type: none">• Project management breakdown:<ul style="list-style-type: none">○ Developing project ideas○ Project scoping○ Project aims/objectives○ Project partners○ Role and responsibilities○ Time planning/schedules



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<p>Management and Coordination</p>	<p>The learner will gain the tools and knowledge to enable them to manage and coordinate a participatory arts project - step by step.</p>	<ul style="list-style-type: none"> ● Effective management process and tools ● Management processes <ul style="list-style-type: none"> ○ Managing project team ○ Hosting/chairing meeting ○ Role descriptors ● Marketing and communications ● Participant recruitment and support ● Health and Safety <ul style="list-style-type: none"> ○ Risk assessment ○ Safeguarding
<p>Budget management and control</p>	<p>The learner will be given tools and information to enable them to set and manage own project budget.</p>	<ul style="list-style-type: none"> ● Understanding and applying arts project costs ● Current good practise for paying artists ● Project budget planning ● Budget record keeping and controls
<p>Artist Recruitment (2 modules)</p> <p><i>(Within the LIVE project an additional practical session is needed for learners to review artist applications, shortlisting for interview and holding interviews.)</i></p>	<p>The learner will be introduced to tools and activities that will enable them to carry out their own artist recruitment process.</p> <p>They learn how to distribute information and manage enquiries related to the recruitment.</p>	<ul style="list-style-type: none"> ● Types of artist recruitment ● Recruitment processes <ul style="list-style-type: none"> ○ Writing an artist's brief ○ Job descriptions and person specifications ○ Shortlisting ○ Interviews ○ Appointment



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<p>Producing artwork</p>	<p>The learner will gain the tools and knowledge to enable them to support the coordination and production of high quality artwork</p>	<ul style="list-style-type: none">● Understanding the production of artworks● Quality control – creative products● Proofreading literary material and checking audio-visual content● Copyright restrictions in relation audio, images, or text that were created by another person/organisation● Acknowledgment of funders and project partners
<p>Staging Events, Exhibitions, and Performances</p> <p><i>(This is a self-led module that is applied within the LIVE project if appropriate. Learners are supported by the trainer to apply their learning)</i></p>	<p>The learner will gain tools and knowledge to enable them to stage events, exhibitions and performances resulting from their participatory arts project</p>	<ul style="list-style-type: none">● Event planning and management<ul style="list-style-type: none">○ Goal setting○ Organising events team○ Time planning and logistics ‘Master plan’○ Event branding○ Partnership and sponsorship○ Publicity○ Event budgeting○ Event evaluation● Work breakdown schedule● Best time estimation



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<p>Evaluation and Future Planning</p>	<p>The learner will gain the tools and knowledge to evaluate the success of their arts project and plan for future projects</p>	<ul style="list-style-type: none">● Art project monitoring<ul style="list-style-type: none">○ Monitoring methods○ Qualitative and quantitative data capture○ Collating information● Evaluation<ul style="list-style-type: none">○ Analysing and interpretation of data○ Creative evaluation● Examples of monitoring and evaluation● Reporting● Future planning
<p>Fundraising and sustainability <i>(This module responds to host or partner context and to future plans)</i></p>	<p>The learner will be introduced to tools and knowledge to enable them to find information on Charitable Trusts and Foundations, identify potential funders and prepare an application.</p>	<ul style="list-style-type: none">● What is fundraising?● Introduction to types of funders● Fundraising resources● Funding processes● Fundraising applications● Fundraising assessment
<p>Contact Cheryl Gavin at Helix Arts to find out further details of any module: E: cheryl.gavin@helixarts.com T:0191 241 4931 M:07988 213110 More info: www.helixarts.com</p>		