



Make it Happen - Short Course (with topics)

Session title	Session description	Topics covered
<p>Module 1 Introduction to scoping and planning participatory arts projects</p> <p><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></p>	<p>The learner will understand the basic concepts of designing and developing a participatory arts project that fits the needs of the community they will be working with.</p>	<ul style="list-style-type: none">• What is participatory arts?• The project lifecycle• Consultation with users/stakeholders• Developing a project idea – an introduction to project scoping and planning tools.
<p>Module 2 An introduction to Artist Recruitment</p> <p><i>(Within the LIVE project an additional practical session will be held for learners to review artist applications and hold 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



Make it Happen - Short Course (with topics)

<p>Module 3 Project Management and Coordination</p>	<p>The learner will gain the tools and knowledge to enable them to manage and coordinate a participatory arts project and the production of high quality artworks - step by step.</p> <p>The learner will be given the tools and templates to set up and manage a project budget.</p> <p>The learner will gain the tools and knowledge to evaluate the success of their arts project.</p>	<ul style="list-style-type: none"> ● Effective management process and tools ● Participant recruitment and support ● Health and Safety <ul style="list-style-type: none"> ○ Risk assessment ○ Safeguarding ● Art project monitoring methods: <ul style="list-style-type: none"> ○ qualitative and quantitative data capture ○ quality control of creative processes and art products. ● Understanding and planning best practice arts project costs. ● Budget record keeping and controls. ● Evaluation methods
<p>Module 4</p>	<p>Learners will have the opportunity to select one of the following elective modules.</p>	
<p>Fundraising and sustainability</p>	<p>The learner will be introduced to tools and knowledge to enable them to find information on, identify potential funders and prepare applications.</p>	<ul style="list-style-type: none"> ● What is fundraising? ● Introduction to types of funders ● Fundraising resources ● Funding processes ● Fundraising applications ● Fundraising assessment
<p>Sharing art works – staging events, exhibitions and performances</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 ○ Event branding ○ Partnership and sponsorship ○ Publicity



Make it Happen - Short Course (with topics)

		<ul style="list-style-type: none">○ Event budgeting○ Event evaluation
More artist recruitment	The learner will explore stages and approaches to recruiting artists in more detail. Learners will have the opportunity to undertake mock shortlisting and interviews.	<ul style="list-style-type: none">● Mock artist shortlisting task● Mock artist interview task
<p>Contact Helix Arts to find out further details of any module: E:cheryl.gavin@helixarts.com T:0191 241 4931 More info: www.helixarts.com</p>		