



## **Inverclyde Schools Artist Opportunity - Call Out**

### **TITLE**

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**Port Glasgow 250 - Inverclyde Schools Artist Opportunity**

### **OVERVIEW**

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An exciting opportunity has arisen for an artist or creative practitioner (3+ Years' Experience) working within one or multiple art forms to work with Inverclyde Schools commemorating the 250<sup>th</sup> anniversary of the town of Port Glasgow.

### **ELIGIBILITY**

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The invitation is open to artists who live, already work or are inspired to work or build new relationships with Inverclyde. We are seeking expression of interest from artists and creative practitioners that work in any or multiple mediums.

We are open to joint proposals, or those from groups, but would want to hear how this might impact on the financial support for the individual freelancers involved.

### **ABOUT: PORT GLASGOW 250**

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During 2025 Inverclyde Council is celebrating the 250<sup>th</sup> birthday of the town of Port Glasgow. As part of this, young people across Port Glasgow's schools (nursery, primary and secondary) are keen to create an artistic outcome to commemorate this special event.

Groups of learners from each establishment (five primaries; two secondaries, one special school and three early learning centres) will participate in a series of workshop sessions exploring the theme of **"Welcoming Port Glasgow"**, with stories of home, diaspora, and friendliness underpinning this.

Each school will be invited to nominate a representative group of learners, so ages will range across nursery, primary and secondary.

Space will be made available within the schools estate to facilitate workshop activity. Workshops will take place on a timeline to be determined in consultation with the artist(s) and school(s).

## OUTCOMES

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The Port Glasgow 250 Artist will contribute through the following means:

- Work with groups of children from Port Glasgow schools (nursery, primary and secondary) at a Port Glasgow education establishment, exploring ideas of what makes Port Glasgow a welcoming town. This will be informed by details of Port Glasgow's history; the importance of diaspora in shaping the face of the town (historic and contemporary); what makes a place home; and why they believe Port Glasgow is a friendly town.
- This will be delivered through **19 days** across the period of **19 August – 1 October 2025**. Exact scheduling will be agreed between the artist and schools at contracting however we would like the artist to be flexible during school hours, focusing on delivery between 10am and 2pm Monday to Friday.
- The aim is to use creative approaches to facilitate pupils to create a legacy creative outcome (or outcomes) for display during the commemoration year. We invite proposals from the artist as to what this engagement process and outcome can be.
- We would also like the selected artist to deliver a creative evaluation of the activity process and outcome as a legacy of the project - such as publication, zine, photography, film or other artform suggested by the artist.
- Support the documentation of the project through agreed methods which will be shared on specific online platforms, on social media and in other digital or print materials which promote awareness of the project and contribute to its ongoing legacy.
- Meetings, in person and remotely, within the project team for reporting, evaluation and sharing of experiences to support a reflective approach to project delivery.

## SUPPORT

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- Space to work at a Port Glasgow Education Establishment
- Support from the Inverclyde Cultural Services and Education Teams
- Flexible payment and working formats that can be responsive to differing needs and working approaches.
- Introduction to the existing cultural network in Inverclyde (Inverclyde Cultural Partnership, Arts Sub-Group and Arts Action Plan) themes and the collaborative working ethos of the project.

## ESSENTIAL PERSON SPECIFICATIONS

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We are looking for proposals from creative practitioners/artists working in any discipline and who are familiar with an education-based environment.

We are interested in processes that are responsive and adaptive, demonstrate a commitment to collaborative working and give a clear idea of the creative skills and tools you bring to developing this. Key person specifications to include:

- An artist with an established practice
- New or updated membership of PVG scheme – cost to be borne by contractor, please see <https://www.mygov.scot/pvg-scheme> for more information
- Knowledge and experience of Digital Guidance, Child and Vulnerable Persons Protection Policies
- Experience in successful participation evaluation methods
- Have Public Liability Insurance or willingness to obtain – evidence will be required
- Experience of writing Risk Assessments
- Previous experience of working in, or knowledge of, Inverclyde
- Motivated by a creative approach that engages in research and discussion with people from diverse backgrounds to collaboratively explore ideas through to results.
- Must have the ability to work both as part of a team and in a self-directed manner, with clear communication and reporting skills.

## HEALTH & SAFETY

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The Artist must be able to demonstrate a proactive approach to ensuring the health and safety of colleagues, participants and self. Be aware of appropriate conduct at all times during the post in line with policies on Equalities and Protecting Children, Young People and Vulnerable Adults and report any issues or concerns arising during the post to Sarah Christie, Cultural Services Manager and/or Adam Stephenson, Education Officer in a timely manner.

## REPORTS TO

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Sarah Christie, Cultural Services Manager  
Adam Stephenson, Education Officer

## ENGAGEMENT TIMELINE

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The allocated time for the artist residency will be **19 days** over period of school term time **19 August – 10 October 2025**

It is suggested that this can be split into:

- **2 days of research and preparation**
- **14 days of delivery**
- **3 days devising and finalising creative evaluation/legacy**

The artist will design and lead on their own workplans as agreed with Inverclyde Council. Delivery of the contracted days may vary in intensity over the post.

## FEE

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**£5500** (calculated at £283.00 per day for approx 19 days)

## Materials Budget £1500

Travel costs and Per Diems do not apply to this Residency.

***\*Based on SAU Rates: 3+ Years' Experience £283.00 8-hour day rate***

## ADDITIONAL INFORMATION

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- Some equipment or materials (on request) can be made available to the selected artist
- Additional support in terms of local history resources (including images) can be made available
- Alongside this the artist is expected to have their own equipment relating to their working practice for use on the project
- The artist must have full Public Liability Insurance and insurance for your own equipment used in the project.
- This is a freelance contract; the artist is responsible for paying their own tax and NI contributions. Sick pay and holiday entitlement do not apply.
- We define a creative practitioner/artist as anyone who uses creativity overtly in their work be they visual artists, makers, writers, performers, filmmakers, designers and invite applications from all backgrounds.
- Details of how any personal data collected will be used is set out in the Council's Privacy Notice which is available at <https://www.inverclyde.gov.uk/privacy>
- The successful artist shall comply with the Council's obligations set out in the said Terms and conditions and the Council shall have the remedies available to the Fund. The successful artist shall ensure that the terms set out herein are imposed on any third party which the Council agrees may assist the artist to deliver the appointment. In the event of any material breach of the terms and Conditions the council shall have the right to terminate and appointment on providing written notice to this effect.
- The successful artist shall at all times act with reasonable skill and care and in accordance with the law from time to time in force including without limitation Health and Safety, Data Protection, Equalities and undertaking PVG checks where required by the law and the artist shall obtain all necessary licenses and consents.
- The Council is subject to Freedom of Information (Scotland) Act 2002 and the Environmental Information (Scotland) Regulations 2004.
- The Council shall have the right to use any intellectual property rights and materials created during the appointment including without limitation the right to curate, document and present any materials created during and after the appointment and to photograph or otherwise record the materials for marketing, promotion and archiving purposes.
- The successful artist must obtain the consent of the Council before using, promoting, selling or publishing the results of any work undertaken in connection with or work or outcomes generated by the appointment whether for commercial gain or otherwise.
- The Council's prior written consent must be obtained for all publicity, press releases or public announcement regarding the appointment

- In the event of termination of the appointment, the Council shall be entitled to all materials, drawings, artwork, clips, outputs including digital and performance outputs and any other material and documentation created or prepared prior to the date of termination and the successful artist shall co-operate to achieve a smooth transition of the appointment to the Council or any third party appointed by the Council to complete the appointment.

## ACCESS

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Inverclyde Council actively encourages people from a variety of backgrounds, ethnicities, gender orientations and stories to join us and influence and develop our working practice. If you require specific access to facilitate your application, please get in touch with [library.central@inverclyde.gov.uk](mailto:library.central@inverclyde.gov.uk) with any queries. Please get in touch as soon as possible if you require this application in other formats or if we can make this opportunity more accessible to you. We are open to video/recorded sound applications that address the brief and would encourage those who may have additional access requirements or support needs, both in application or anticipated through delivery of the project, to please let us know what we can do to make this opportunity as accessible as possible.

## HOW TO APPLY

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Invited proposals can be made via written, video or audio submission:

- Written applications should be submitted using no more than 2 pages of A4.
- Video or audio applications should cover the points above and be no longer than 5mins long. Please include a link to your video or audio submission and any relevant passwords in your covering email.

To apply please submit the following to [library.central@inverclyde.gov.uk](mailto:library.central@inverclyde.gov.uk)

- **Contact Details** - names, addresses, contact emails, contact telephone numbers and websites or Social Media
- **Who are you and what is your practice** - Please tell us a little bit about yourself and your work? You might like to include here themes or questions which shape your work, any connection you have to Inverclyde and any experience you have that is relevant to this opportunity.
- **How will you approach the brief** - this should include an outline of your ideas and enquiries, how you intend to approach engagement/workshop and delivery of final creative evaluation/legacy?
- **How will you engage young people with your work?**
- **A timeline of how you will approach this;** including roughly when you intend to start and finish your research (we are aware this may change).

**Call Out Live: Friday 6<sup>th</sup> June**

**Deadline for Expression of Interest Proposal: Sunday 29<sup>th</sup> June**

**Shortlisting: W/C 30<sup>th</sup> June**

**Artists will be notified by: Tuesday 8<sup>th</sup> July**

We will always send an email acknowledging receipt of any applications. If you do not receive an email, please contact us again.

## **DECISIONS**

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All applications will be considered by a panel from the Inverclyde Cultural Services and Education teams, alongside the Inverclyde Creative Producer. Proposals will be assessed on quality of ideas presented, not spelling, grammar or presentation so please don't worry about the quality of any recordings or the camera skills.

**Decisions will be informed by 4 Success Criteria each worth 25%:**

1. The quality and potential of ideas and enquiries presented.
2. How the opportunity will enable the development of artistic practice
3. Applications will also be reviewed to ensure project timelines are feasible in scope and scale.
4. We are inviting both local, regional and national applications for this project, however we will be offering opportunities based on a balance between drawing in new perspectives and experience and supporting and growing our regions creative and cultural workforce. We are interested in hearing what skills you will bring and how your work will help share learning and develop experience in your place of residence that lasts beyond the life of the commission.

**Prior to commencement, the successful artist shall require to:**

1. Proof of public liability and any other insurances requested; and
2. Undergo a PVG check

**Other notes:**

- We are particularly keen to hear from applicants who can demonstrate a significant connection to relevant catchment areas where creative commissioning opportunities are historically low as well as applicants from under-represented demographics.
- Assessment forms will be issued to panel members for scoring interviewees and kept for 6 months after interview in line with good practice.