



Handy guide for commissioning a Turnpike Associate Artist:

The Turnpike Associate Artists are a pool of freelance artists, creative facilitators and educators who work across our programmes to devise and deliver workshops and projects for our community. Through our Associate Artists, The Turnpike aims to support and celebrate practitioners who are working in the fields of socially engaged arts, collaborative practice and arts education.

Our Associate Artist pool includes artists working in the almost every visual art medium, as well as dance, music and drama/creative writing. The Associate Artist's page on our website provides a glimpse into the diversity of artistic practice on offer: www.theturnpike.org.uk/associate-artists

This guide is designed to support schools, community settings and social groups who are looking to work with an artist on a participatory art activity. Whilst all our Associate Artists are freelancers, the benefits of commissioning through a partnership with The Turnpike include:

- Expertise in designing and developing participatory projects with groups of all ages and abilities
- Access to a wide range of Artists, and a team that understands these strengths and abilities to match you to a well-suited practitioner
- Support with brokering the Associate Artist partnership, and a third party to assist with negotiations
- Clarity on fees/budgets
- Support with the commissioning process
- Agreed outcomes
- Supporting with evaluation and feedback
- Sharing of outcomes on social media and through our website
- Opportunities for future partnerships and support
- *(For schools/education providers we can support with Artsmark/Arts Award).*

Get in touch with us to commission an Associate Artist project, workshop or programme, contact Hannah Gaunt, Learning and Engagement Manager: hannah@theturnpike.org.uk

Use this check list to develop and deliver your commission:

<p>What you would like to achieve?</p> <ul style="list-style-type: none"> - <i>What skills would you like the participants to learn?</i> - <i>What mediums or processes would they explore?</i> - <i>Will there be a final outcome, or sharing? Or is it open-ended? Having this information ready before you speak to us will help us to narrow down the selection of artists to approach.</i> 	<p>Notes:</p>
<p>What budget do you have?</p> <ul style="list-style-type: none"> - <i>Artist fees vary, but the Turnpike has used guidance from Arts Council England to set our</i> 	

<p><i>rates at £250 a day/ £125 a half day for workshop delivery. This includes the artists time prepping the session and sourcing materials.</i></p> <ul style="list-style-type: none"> - <i>Don't forget to include extra budget for specialist materials and equipment, £5 a person per session would be a good place to start.</i> - <i>If you are asking the artist to create a final sharing, display or outcome – make sure you agree this time with The Turnpike before-hand as it will be included in the fee at the same artist rate.</i> - <i>Don't forget to consider your own in-kind costs such as staff time and materials from your own supplies.</i> - <i>If funding is an issue, talk to us – we may be able to support a funding application, or provide a discretionary discount.</i> 	
<p>What dates are you looking at?</p> <ul style="list-style-type: none"> - <i>Give artists lead-in time of minimum 4 weeks so that they can prepare a really good session, no one likes to be rushed!</i> - <i>Be realistic about how much time you need with the artist to achieve a high-quality outcome for the participants.</i> - <i>Once you have set some dates with the artist, pin down the exact timings too – it's good to allow 30 minutes either side of a session to set up and clear away.</i> 	
<p>Who is in your group?</p> <ul style="list-style-type: none"> - <i>Giving artists information about participants early on will help them with their planning. Do some participants have additional needs, English as a second language or other conditions to be aware of?</i> - <i>Many of our practitioners specialise in working with certain groups, so giving us this detail will help us to match your group to the right artist.</i> 	
<p>Choosing your artist: <i>If you have answered these questions, get in touch with The Turnpike for a shortlist of artists to choose from. Once you have selected one or two, we will get in touch with them to see who is available and arrange a virtual introduction.</i> OR <i>If you are working with a group, you might be in a position for them to make the choice themselves (co-commission). We would ask shortlisted artists to submit short proposals/ideas for the group to choose</i></p>	

<p><i>from. This is a longer process but a great way of ensuring that participants are invested in the project.</i></p>	
<p>Before the activity:</p> <ul style="list-style-type: none"> - <i>Keep in touch with the artist and keep The Turnpike copied into emails – if you are experiencing problems, please let us know.</i> - <i>Check in a few days beforehand to confirm that the materials/equipment needed for the session is available and the requirements of any workshop spaces.</i> - <i>Will the artist need to bring ID or their DBS certificate to school? Can they park in the school car park? Anything else they need to know?</i> 	
<p>During the participatory activity:</p> <ul style="list-style-type: none"> - <i>Ensure the artist is supervised at all times with participants under 16yrs or vulnerable adults.</i> - <i>Support staff should help to manage behaviour, lead on Safeguarding/health & safety/first aid, and ensure that the participants are able to make the most of their time in the sessions.</i> - <i>Take photographs of the workshop in progress or final outcomes and share these on social media @the_turnpike (make sure you have participant permission to take photographs or film beforehand).</i> - <i>Make a note of any observations, learning or feedback.</i> 	
<p>After the activity:</p> <ul style="list-style-type: none"> - <i>Share and celebrate the activity through an exhibition, display, performance, presentation or blog.</i> - <i>The Turnpike will send you an invoice for the artist time and materials. Please make sure we have bursar/finance officer details as required.</i> - <i>We will also send you some evaluation materials to gather your feedback and responses to the project. This feedback is shared with the artists, as part of their ongoing professional development.</i> - We like partnerships! Talk to us about your next idea. 	