



## Ignite Studios @ NRCG

BRIGHT Sparks – Kids Art Programs  
Workshop Facilitators

### Expression of Interest // EOI

#### Information for Applicants

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***Ignite Studios @ NRCG*** (*Ignite Studios*) is an extension of the ***Northern Rivers Community Gallery*** (*NRCG*), a community-engaged cultural hub in the Northern Rivers region, owned and operated by Ballina Shire Council (Council).

Located in the heart of the Ballina CBD, adjacent to the *NRCG* and housed in the historic former Ballina Fire Station, *Ignite Studios* houses a dynamic shared access space supporting the development and participation of arts and cultural activities.

The *NRCG* is seeking highly skilled, passionate professional artists, makers and designers to deliver our innovative *BRIGHT Sparks – Kids Art* education programs at *Ignite Studios*.

Working under the direction of *NRCG* staff, the panel will be responsible for the delivery of term-based and school holiday programs for *Ignite Studios*.

The panel will operate for a term of one year, with the possibility of extension – at the sole discretion of Ballina Shire Council – for an additional period of six months. The panel may include several individuals who can respond as needed to programing briefs from Gallery staff.

Selected facilitators must be able to demonstrate expertise in facilitating children's art programs by outlining previous experience in creative/cultural learning program development, delivery and evaluation.

Applicants must submit applications in the manner outlined in this document.

## The Facilitator Panel Arrangement

The Facilitator panel will be used as required for term-based and school holiday programs, short courses and other program formats. Facilitators will be selected within the panel based on specific program needs, level of expertise and availability as required to undertake the services. Council does not guarantee engagement of services through the panel and Council may, at its discretion, engage suppliers and facilitators outside the panel.

## Facilitator Role

Facilitators may assist with the development and delivery for the *Ignite Studios* term-based and school holiday creative learning programs. The Facilitator panel will develop, teach and maintain exciting and innovative ways to engage the community in traditional and contemporary arts processes and practices.

Diverse programming is a priority for *Ignite Studios* and Facilitators will possess an awareness of diversity and inclusion strategies in order to remove barriers to creative participation.

## Services

Facilitators will be engaged on a needs basis per program to provide one or more of the following services:

### 1. Program development and preparation

Develop programs that respond to the brief and meet *Ignite Studios* Program goals and strategic direction. This may include producing course outlines, content and training materials for learning programs.

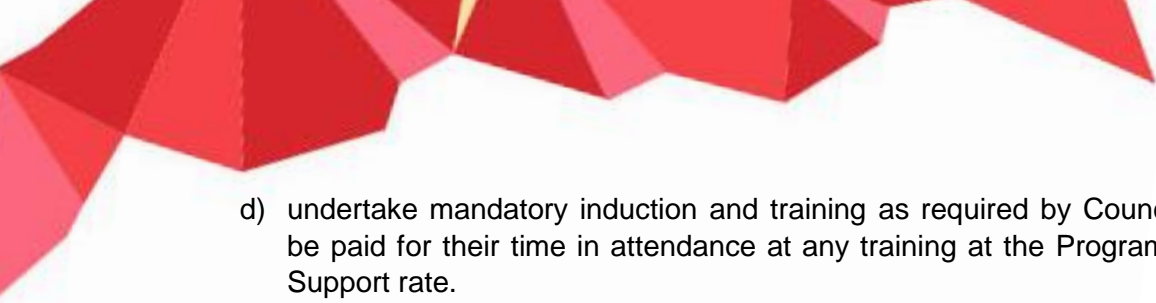
### 2. Program Delivery

Deliver art programs and workshops for community members of different ages and cultural backgrounds. Facilitators may be required to use lesson plans and resources they have developed or existing ones supplied by *Ignite Studios*. Facilitators will instruct attendees in the Work, Health & Safety practices for the equipment and studio they deliver programming in.

## Requirements

In providing services, Facilitators must agree to the terms in the contract. Without limiting the terms of the contract, Facilitators must also:

- a) provide program delivery and operational support services as detailed in the program brief supplied by the NRCG program team.
- b) demonstrate:
  - i) relevant qualifications and experience;
  - ii) understanding and experience in delivering the principles of teaching and learning and learning objectives and outcomes;
  - iii) understanding of classroom and behaviour management strategies;
  - iv) commitment to customer service and workplace safety;
  - v) ability to resolve differences and conflicts and be open to change within the organisation.
- c) follow any directions given by NRCG staff in relation to process and procedures at locations where programming is delivered. This includes maintaining general cleanliness and appropriate use of equipment.

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- d) undertake mandatory induction and training as required by Council. Facilitators will be paid for their time in attendance at any training at the Program Admin/Technical Support rate.
  - e) ensure competency in safe work practices, instruct program attendees in the relevant practices and take all steps necessary to protect people and property in relation to your participation in the program.
  - f) obtain any consents, approvals and licences necessary for your participation in the program.
  - g) on request from NRCG staff, provide copy and copyright cleared images for promotional use (Please note: images listed as 'public domain' on the internet cannot be used unless confirmation is provided that copyright clearance applies under Australian law).
  - h) where appropriate and as agreed with NRCG staff, actively promote the program utilising social media and other media outlets where available, including a link to the NRCG booking page.
  - i) provide evidence of current Working with Children clearance certificates for personnel prior to execution of contract.
  - j) supply relevant insurance certificates prior to execution of the contract.
  - k) provide Work, Health and Safety documentation required to deliver programs on request from NRCG staff.

### **NRCG contribution**

NRCG will:

- a) provide each panel member with a program brief, schedule or other relevant information that you require for participation in the program.
- b) provide mandatory induction and training.
- c) provide appropriate venue and facilities for programs.
- d) provide Work, Health and Safety documentation for equipment, activities and venues.
- e) provide any materials or technical equipment that is necessary for your participation in the program (subject to adequate notice by you and availability of that equipment).
- f) list the events on the What's On section of the NRCG website.
- g) promote the program through relevant channels.

### **Intellectual Property & Rights**

All material that Facilitators are engaged to provide for programs becomes the property of Ballina Shire Council and may be used for future programs without obtaining your further consent.

### **Schedule of Fees**

You will be engaged through the panel on a needs basis per term and/or short course program. Confirmation of appointment is conditional on a six month probation period.

If you do not have an Australian Business Number (ABN), a statement by a supplier form will need to be submitted with your invoice.

The *Ignite Studio – Bright Sparks – Kids Art Program* Panel has a set schedule of rates.

By submitting an application you are agreeing to accept the schedule of hourly rates below, should you be appointed to the panel:

Service	Rate ex GST	GST	Rate Price inc GST
Program Administration / Technical Support	\$30.00	\$3.00	\$33.00
Program development & preparation	\$40.00	\$4.00	\$44.00
Program/class delivery weekday/evening	\$50.00	\$5.00	\$55.00
Program/class delivery weekends	\$60.00	\$6.00	\$66.00

CPI increases will be applied each new financial year.

Payment of fees will be made upon receipt of a valid tax invoice in accordance with Council's standard trading terms.

### Performance Review

NRCG staff will use the following General Key Performance Indicators to evaluate performance of the successful Facilitators. For some contracts, Key Performance Indicators (With Repeating Activities) may also be used.

Performance will be evaluated regularly, at least annually, and always upon completion of the contract. Each assessment will form the basis of the Performance Review.

Should one or more of the KPIs be considered irrelevant or unworkable the parties must meet in good faith and agree on an alternative KPI(s) as may be required under the contract.

### General Key Performance Indicator Score Rating Scale:

- 1 unacceptable / deficient
- 2 limited / flawed
- 3 adequate / satisfactory / appropriate
- 4 competent / proficient
- 5 strong / superior / exceeds expectations

Key Performance Indicator	Rating					Comments
	1	2	3	4	5	
1 Key Objectives / Deliverables*						
2 Quality of work						
3 Time						
4 Reporting						
5 Communication						
6 WHS compliance						

\* The Key Objectives / Deliverables have been set out in this Specification. These are the results that the Facilitator is expected to deliver to meet the Council's key contract requirements.

### Additional information

The following documents can be downloaded via Ballina Shire Council's [website](#) and provide further information on the Council's vision, policies and strategies:

- Community Strategic Plan
- Our Community – Our Culture, Ballina Shire Culture Plan 2014 - 2020
- Code of Conduct

### Selection Process

#### Key dates

8 February 2019	<b>Expression of interest close</b>
Mid February 2019	Interviews for shortlisted candidates
Late February 2019	Selected applicants notified Contract execution
Late February 2019	Mandatory induction and training Programing commences

### Submission requirements

All submissions must be made via the NRCG application form that can be downloaded from the Gallery website and emailed to [lee.mathers@ballina.nsw.gov.au](mailto:lee.mathers@ballina.nsw.gov.au)

To complete the form you will need the following:

- Contact details
- CV (including portfolio/examples of previous workshops) limit of 4 pages total
- Responses to selection criteria
- References
- Insurance certificate of currency or willingness to obtain it
- Working With Children check number or willingness to obtain it

## Assessment criteria

Short listing for interview will be based on applicants meeting the requirements for the Facilitator Panel as listed above. Submissions will be assessed on relevant experience, skills and qualifications based on the following selection criteria:

### Selection Criteria

1. Behaviour that positively demonstrates Council's values of: creative, accessible, respect, energetic and safe.
2. Tertiary qualifications and/or experience in field of practice.
3. Demonstrated experience developing programs and class outlines that respond to a brief.
4. Demonstrated experience facilitating programs for a diverse audience from new and existing lesson plans and resources.
5. An understanding of classroom and behaviour management strategies.
6. Demonstrated experience evaluating programs, implementing new programs and improvements.
7. Relevant current insurances and completed Working With Children check or willingness to obtain.
8. Knowledge and understanding of the principles and practices of equal employment opportunity and work health and safety and ability to apply them in the workplace.

Assessment of each selection criteria will be separately evaluated using the evaluation rating scale below:

Score rating	Description
90-100	No risk, excellent response with added value and innovation
80-89	No risk, excellent response
70-79	Very low risk, good response
60-69	Low risk, good response
50-59	Low risk, acceptable response
40-49	Medium risk, but acceptable response

If the applicant receives a score of less than 40 in any one mandatory assessment criteria, that applicant will not be recommended.

## Enquiries

All questions about the EOI process must be made in writing to the **Gallery Coordinator, Lee Mathers**. You must not contact any other Council officer with questions about this EOI.

Applications close at 12 midnight (AEDT) on Friday 8 February 2019

### Lee Mathers

Gallery Coordinator

[lee.mathers@ballina.nsw.gov.au](mailto:lee.mathers@ballina.nsw.gov.au)