

## ROLE SPECIFICATION: INDEPENDENT CONTRACTOR

Title of Position:	Artist
Remuneration:	Carclew Artist and Arts Worker Fee Guidelines outline the pay rates for artists and arts professionals. You can find the full document <a href="#">here</a>
Type of Appointment:	Independent Contractor
Term of contract:	As required
Working Relationships:	Arts Program Managers and Coordinators

## Role Specification Approval

*Mimi Crowe*

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Chief Executive  
Carclew Inc.

### About Us

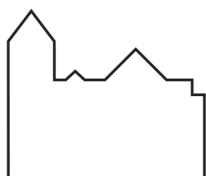
Carclew is the home of youth arts and creativity. It connects all children and young people to a world of creative possibilities, as artists, learners and audiences. As Australia's largest multi-artform cultural institution dedicated to children and young people, Carclew is a vital part of Australia's youth arts and arts sector.

We are at a time of unprecedented growth. Driven by our core value to have the greatest impact on the greatest number, we have an ambitious path to amplify and elevate the youth arts sector in Adelaide, South Australia and nationally.

First Nations voices and values are at the centre of all Carclew does. Through our commitment to First Nations children, artists and communities, we aim to ensure a safe space to learn and educate, inspire awareness and respect, and help to develop the cultural leaders of tomorrow.

### About the role

Artists contracted by Carclew are highly skilled practicing artists and experienced facilitators from diverse cultures and backgrounds, including First Nations. They provide quality hands-on arts experiences for children and young people at Carclew, in schools and in the community.



Artists are responsible for planning, delivering and evaluating arts workshops and experiences. They develop workshop plans; identify required materials and equipment; and select appropriate methods and strategies to teach key skills, artistic techniques, knowledge and ideas to children and young people with varied experience and learning styles.

We will run an annual EOI process, but once selected, artists can extend their involvement for up to three years without reapplying. Our priority will then be to engage artists from Carclew's artist network. We're looking for a wide variety of artists and art forms—if you have something creative to offer children in South Australia, we want to hear from you.

### **About You**

- You are a dedicated creative professional with an active arts practice and experience in workshop facilitation for children and young people with varied experiences, including First Nations children and young people.
- You are an early-career, mid-career or established artist. You quickly build rapport with children and young people from all backgrounds, and your excellent communication skills build positive relationships that drive positive workshop outcomes.
- You understand how children and young people learn and can effectively adapt your methods to suit the individual child or young person.
- You are passionate and creative; you are committed to fostering a vibrant and inclusive culture for children and young people in South Australia.

### **Key accountability and functions**

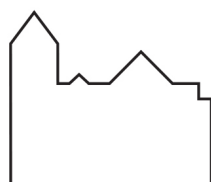
Artists are independent contractors who are required to:

- Provide quality arts experiences for children and young people.
- Facilitate workshops at Carclew, in schools, and in the community, either as a lead artist or as an assistant, with or without support from Carclew staff.
- Develop workshops and provide evidence of planning with workshop plans.
- Ensure the safety, health and wellbeing of all workshop participants.
- Familiarise themselves with Carclew's policies and procedures which can be found on our website <https://carclew.com.au/policies>;
- Complete evaluation surveys and/or participate in debrief meetings with Carclew staff, collaborators and partners on completion of their services.

### **Working Relationships**

Artists will be independently contracted and interact directly with Carclew Arts Program Managers and Coordinators, children and young people, schools and members of the public.

### **ARTIST SPECIFICATION ESSENTIAL**



- Proven, active and recognised early career, mid-career or established artistic practice.
- Experience facilitating arts workshops and programs with children and young people including First Nations children and young people.
- Ability to quickly build rapport with children and young people from a variety of experiences and backgrounds.
- Strong organisational skills with experience writing workshop plans.
- Clear and effective written, verbal and/or visual communication.
- Proven commitment and passion for working with and for children and young people in creative programs.
- An understanding of Work, Health and Safety related to artistic practice and working children and young people.

### **SPECIAL CONDITIONS**

- All artists must have and maintain an active working with children's clearance
- Provide a copy of a RRHAN-EC certification.
- Provide National Police Clearance (National Police Check)
- Current Driver's License
- Artists selected via the EOI process will be offered a letter of engagement as members of Carclew's Artist Network, with separate contracts provided for each unique engagement. All contractors are bound by the South Australian Public Sector Code of Ethics.

### **ARTIST TRAINING**

- An in-person and live streamed artist induction will be held at Carclew on Tuesday 14 January 2025, with a recording of the induction available online via Carclew website from Thursday 16 January 2025
- Carclew is committed to providing support to facilitating artists working with children and young people.
- We offer Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC) two times per year at no cost to Carclew artist network

### **CARCLEW ARTIST AND ARTS WORKER FEE GUIDELINES (AUGUST 2024)**

The Artist and Arts Worker Fee Guidelines document outlines a schedule of pay rates for work at Carclew covering artists and other art professionals and can be found [here](#)

***Disclaimer: Please note that Carclew fee guidelines are subject to regular review and may change***

