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| Department | Community and Cultural Development |
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| TRIM reference | 20/67742 |



RESPECT



INNOVATION



INTEGRITY



TEAMWORK



EXCELLENCE

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PRIVACY & PERSONAL INFORMATION PROTECTION NOTICE

Purpose of collection: The personal information on this form is being collected by Kiama Municipal Council (KMC) to contact you regarding your request and to identify you as the applicant.

Intended Recipients: The intended recipients of the information are specific staff of KMC.

Access/Correction: You may apply to KMC for access or correction of your personal information.

Storage: This completed form will be stored in KMC's electronic records management system.

For more information, please see KMC's Privacy Management Plan available on Council's website or contact the Public Officer on 02 4232 0444.

Artist/Creative Studio Space

1.0 About

Local artist/creative practitioners are invited to submit Expressions of Interest for studio space available at the Joyce Wheatley Community Centre.

The studio is located in Hindmarsh Park as part of the Kiama Arts Precinct, encompassing the Old Fire Station, CENTRAL Youth Services and the Joyce Wheatley Community Centre.

The Joyce Wheatley Community Centre incorporates working arts spaces for the Kiama local government area encouraging local artists and creatives to create, collaborate and connect through shared work and play spaces.

2.0 The Space

There is currently one studio space available within the Joyce Wheatley Community Centre with:

- air conditioning,
- carpet,
- fluorescent and natural lighting (skylight),
- access to power
- desk and chairs
- shelving, and
- shared use of the common areas which includes full kitchen, access to water, and toilet facilities.

The building is fully accessible with accessible toilets.

3.0 Eligibility

- Practitioners working within any of the arts disciplines (visual, literary, performing, craft, design, new media, electronic and technology platforms).
- Emerging artists and artists from diverse backgrounds are encouraged to apply.
- Must be 18 years of age or older.
- Must have Public Liability Insurance minimum \$20M or have the ability to obtain Public Liability Insurance if successful in your application.
- Live in the Illawarra region, priority will be given to artists/creatives who live in the Kiama local government area.
- Practitioners working with hazardous materials and/or wood and metal working machinery *cannot* apply.

4.0 Selection Process

- Applications will be assessed by Council Officers and Cultural Board representatives.
- Applications will be shortlisted according to the Selection Criteria.
- Shortlisted applicants may be invited to meet with Council's Community and Cultural Development Officer.
- All applicants will be notified of the outcome via email, all decisions are final.

Note: Unsuccessful applicants may nominate to roll their application over for resubmission for the following expression of interest round.

5.0 Fees and Hiring Period

The hiring period is for twelve (12) weeks, with possibility for renewal upon re-application at the end of the period. The hire agreement is based on a weekly rate of \$60/wk, being \$720.00 for the 12 week hire period.

6.0 Submission Dates

Applications close Sunday 20 September 2020.

Applications should be sent by email to council@kiama.nsw.gov.au

7.0 Enquiries

For further information or to discuss the application process please contact:

louisec@kiama.nsw.gov.au or 4232 0549

8.0 Application Form

Full Name

Address

Mobile

Phone

Email

Website/Facebook/Instagram

Arts Practice/Genre

Visual Arts specify:

Performing Arts specify:

Literature specify:

Public Liability Insurance

Yes details:

No, but able to obtain

Proposed Start Date

or

No preference

How often do you intend to use the studio per week?

1-2 days

3-4 days

5-6 days

7 days

Do you have any specific requirements for a studio? E.g. Light, access to water, wheelchair access. Please list.

Key Selection Criteria

Please provide your responses in a separate word document of no more than 2 pages.

Essential

- Demonstrated commitment to arts practice. Demonstrated through exhibition/publication history, formal studies, residencies or memberships of professional associations.
- Commitment to utilising the studio on a regular basis
- Artistic merit and innovation.
- Potential of the applicant to contribute to activating the Kiama Arts Precinct.
- Lives in the Illawarra region (Kiama, Shellharbour, Wollongong)

Desirable

- Arts activities that engage communities and/or community stories.
- Ability to positively contribute to a co-working space.

Support Material:

- Visual Artist/ Craftperson / Designer / Photographer
 - Choose up to 10 good quality images of your work. Attachments to email should be in JPEG or PDF form. Please ensure attachments do not exceed 5MB.
- Media Artist/Designer
 - Identify a website that displays your work or attach universally formatted material showing your work. Please ensure attachments do not exceed 5MB.
- Writer
 - Provide a copy of up to 2 manuscripts or examples of your written work. Maximum 10 pages each. Please ensure attachments do not exceed 5MB.
- Performer/ Choreographer
 - Please attach a link to a website or similar of up to 10 minutes or less of footage OR 10 good quality images of your work. Please ensure attachments do not exceed 5MB.
- Musician/ Composer
 - A recording on a website or similar or MP3s in email attachments. Please ensure attachments do not exceed 5MB.

Applicant Guidelines

If successful in your application you must agree to the following:

- Enter into a Hirers Agreement with Kiama Municipal Council
- Pay fees on time
- Understand there is a 14 day notice to vacate (by both parties)
- Understand that you are provided with a non-exclusive Hirers Agreement for a limited time period of 12 weeks.
- Undertake a Risk Management Plan
- Provide Safety Data Sheets of materials used in studio
- Provide a copy of your certificate of minimum \$20M Public Liability Insurance
- Keep the studio and common areas clean, presentable and safe from any hazards
- Maintain any noise created by your activities to a reasonable level so that it doesn't impede other building users
- Ensure that upon leaving, the property is returned to the same standard as before occupancy unless otherwise agreed. This includes removing all your personal affects
- Acknowledge Council's support and assistance if required for any media opportunities
- Contribute data and feedback to Council for the purposes of project evaluation and reporting
- Contribute to activating the 'Arts Precinct', if requested, through initiatives such as; exhibitions, studio tours, artist talks etc in coordination with Kiama Council.
- Manage regular waste and recycling collections as agreed to with Council

By signing below, you agree to the Applicant Guidelines and agree that the information provided in your application is correct and complete to your knowledge.

Print Name:

Signature:

Date:

Application Checklist

- Completed Application Form
- Artist Statement addressing the Key Selection Criteria (2 pages maximum)
- Artist CV (2 Pages maximum)
- Support Material (up to 10 Pages or 5MB maximum)
- Signed Applicant Guidelines