

Youth Performance in Pump Room Gardens

Youth Performance 2020 Coordinator Brief

Warwick District Council (WDC) is seeking an individual to operate as 'Youth Performance Coordinator' to organise and deliver four youth performances on or near the newly restored bandstand in the Pump Room Gardens during Spring/ Summer 2020, operating in partnership with WDC Green Spaces team.

Performances will be free to attend, and aim to attract a diverse audience. The performances should aim to attract an average audience of 100 people per performance. Performances can be based on any topic and take the form of any performance medium, subject to the prior approval of the Green Spaces team and on-site safety considerations.

Background

WDC has recently undertaken a major restoration project on the Pump Room Gardens, funded by the National Lottery Heritage Fund (HF), WDC and the Friends of the Pump Room Gardens. The restoration project is supported by an 'activity plan' to engage the local community in the site through activities, events, education, performances and interpretation. As part of our commitment to HF, we will be supporting the development and delivery of four youth performances on the bandstand during 2020. This project aims to develop activities for disadvantaged young people, encourage ownership of performances and events by young people, engage young people with the importance and use of the Pump Room Gardens, provide opportunities for the wider community to enjoy performance at the site, and add value and diversity to the wider performance programme planned for the bandstand during 2020. Performances will be free of charge for the public to watch, and involvement in the project will be free of charge for the young people involved.

We are seeking a 'Youth Performance Coordinator' to lead on the development and delivery of four youth performances on or near the bandstand during spring/ summer 2020. The coordinator will liaise closely with the Green Spaces team, and will oversee all elements of the youth performance programme, including planning, budgeting, coordination, collation and submission of paperwork. The coordinator will work directly with young people in the district. The coordinator will either:

- A. Identify and engage a suitable performing arts organisation and oversee their work with young people to produce performances (for example if the Coordinator is a youth work professional), or:
- B. Work directly with young people to produce performances (for example if the Coordinator is a performing arts professional)

The coordinator will be responsible for performance preparation and on-site coordination, set up and take down during the event, in addition to post-performance evaluation.

We would be looking to invite interest from individuals or organisations who fulfil the following requirements:

- A keen interest in youth engagement and performance and an understanding of the benefits that this project would bring to young people and the wider community
- A commitment to delivering successful youth performance events in partnership with WDC
- Substantial experience of working with young people, including those from hard to reach backgrounds

- Experience of 'on the day' coordination and delivery of performances (e.g. dance, theatre, music, comedy, etc.)
- Experience of developing and delivering projects of a similar scale to that outlined above
- Excellent organisation and communicational skills
- Knowledge of and commitment all relevant legal regulations and requirements including those related to health and safety, safeguarding, data protection and confidentiality and events licensing
- Possession of current public liability insurance certificate
- Professional performing arts skills or the ability to work closely with appropriate performing arts professionals

The task specification is below:

- Attendance at regular meetings with the Green Spaces team and contribution of professional advice
- Identification of suitable young people (groups or individuals) and discussion with young people as to the nature of performance they would like to take part in
- Identification of suitable, free rehearsal venues for young people to use for rehearsals*
- Identification and partnership working with suitable performing arts professionals (subject to WDC approval) to develop performances directly with young people
- Liaison between performing arts professionals and young people/ youth groups as needed, including attendance at working group meetings if required, and the establishment of defined roles for groups/ individuals involved
- Creation and use of planning documents including expected outcomes, timetables, risk assessments, event/ site plans, and evaluation/ monitoring, expenditure recording and other paperwork as required
- Consultation and collaboration with young people throughout to ensure a sense of ownership and responsibility by young people
- Identify the relevance of the Pump Room Gardens' heritage/ history to young people and to the performances created, and discuss the importance of the site with young people
- Contribution (with involvement of young people) towards media coverage of performances eg. press releases/ social media/ blogs – in partnership with WDC Media team
- Oversight of performance development to ensure performances are suitable, inclusive, high quality and well-rehearsed
- Planning and development of performance events including the production of event plans, risk assessments, booking of facilities (if needed) and any other necessary documentation
- Liaising regularly with, and providing weekly updates to, the Green Spaces team with regard to progress, numbers engaged, performance events and documentation, marketing and publicity and evaluation
- Provision/ recruitment of assistants/ stewards to assist with performance events as needed, including ushers/ compares/ security staff or volunteers.
- On-site coordination of all elements of performance events including management of health and safety considerations, timings, performers, assistants, audience, litter and site access
- Audio-visual recording of performances for evaluation/ reporting/ archive purposes
- Oversight of the setup, management, and take down of equipment and other items involved in performance events including sound and lighting equipment, electrical supplies etc. as needed
- Coordination and oversight of collection and removal of waste from site following performances
- Recording and control of all expenditure, including submission of invoices to WDC as required
- Collation of attendance figures and contribution toward evaluation of youth performance programme and performance events
- Thanking young people, performing arts professionals, youth leaders and assistants after event

- Handover of all relevant paperwork to WDC on completion of the project, in accordance with GDPR guidelines.

*We are able to offer limited use of The Studio hire space in Jephson Gardens, free of charge depending on timings and availability.

The Green Spaces team will be responsible for overseeing the youth performance coordinator contract, approving payments, and organising marketing and publicity for the performance events.

Finance

A budget of up to £4,000 is available to cover event coordination time and all other costs associated with the project, including any time spent by performing arts professionals or support staff involved in the project, and all facilities/ resources required to complete the contract, paid on receipt of itemised invoice.

Upon satisfactory progress towards/ completion of the above tasks, 50% of the fee will be paid either by 31st May 2019 or upon completion of the first two performances, whichever date is earliest. The remainder will be paid within a month of the last performance taking place and once all associated evaluation paperwork has been received.

All costs incurred (e.g. fees for performing arts professionals, equipment, materials) associated with the project must be agreed in advance with Warwick District Council.

Expressions of Interest

To express interest in the above contract, please email Lucy Stockley at greenspaces@warwickdc.gov.uk with details of how you fulfil the above requirements and your proposal for taking this project forward (maximum 1,000 words), including the following specifics:

- Which young people you intend to work with and how you will engage and access them
- The ways in which young people will be involved in contributing to the development of the project, from inception to evaluation
- Which partner organisations (if any) you will work with and how they will contribute to the project
- Expected project outcomes for a) young people and b) the wider public
- What form the performances may take
- How performances will be managed on the day, including support from 'stewards' or assistants
- Approximate timescales for development, delivery and evaluation
- An itemised breakdown of your proposed budget for the project, including project coordination fee, resource costs and any fees paid to partner organisations

The contract will be appointed by Friday 24th January 2020, therefore all bids must be submitted by Friday 10th January 2020.

If you have any questions or would like to arrange an informal chat about the contract please contact:

Lucy Stockley

Community Engagement Officer

Green Spaces, Neighbourhood Services

Warwick District Council

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