



## PYRAMID

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### Artist Facilitator (Group Work) Role Description

This is a sessional worker role, suitable for freelance artists with experience of community arts and working with people at risk of social exclusion.

Pyramid group sessions are co-delivered by an Artist Facilitator and a Core Worker. The Core Worker is an experienced facilitator with knowledge and training in inclusive arts practice.

It is the role of the Artist Facilitator to provide the inspiration and expertise that will enable the group to fulfil their creative ambitions. The artist must work closely with the Core Worker to ensure that everyone remains engaged in the project and is able to contribute, regardless of their degree of disability.

Please ask us for our current pay rates. These usually change in April.

The pay covers time spent in contact with the group (two hours per session) as well as 1.5 hours per week (so 18 hours across a 12 week term) for other necessary duties though the course of a project, including:

- project and session planning (and communicating these plans to the Core Worker)
- project set-up, monitoring and evaluation meetings with the assignment manager (up to 4 hours per project)
- gathering materials / equipment and preparing technique demonstrations

Artist Facilitators are additionally expected to attend 'CAV' (core worker, artist and volunteer) meetings whilst they are active on a project. There are three meetings per year. These meetings are paid at a set rate and will be included on your contract for services.

Essential travel, project and administration expenses will be reimbursed monthly on production of valid receipts. Please refer to the Expenses Policy for more information.

Specifically, the duties of the Group Artist Facilitator are:

#### Project running

- To facilitate group arts sessions in partnership with the Core Worker and to develop the artistic vision with the group
- To work with the Core Worker on project and session plans, identifying what stages people might need to go through to achieve their creative ambition



- To work out how the group can fulfil their ambitions, including clarifying technical details and building prototypes if required
- To prepare resources/examples for sessions as necessary, ensuring that the correct tools, equipment and specialist materials for the job are available for the session
- To demonstrate the creative processes
- To take part in the pre and post group session activities, including setting up the room, briefing volunteers, contributing to feedback and tidying up
- To ensure that the agreed project aims and outcomes are met within the project timetable

### Administration

- To keep an accurate record and receipts for all materials purchased for the project
- To take part in planning and monitoring meetings with Pyramid staff as required
- To take joint responsibility with the Core Worker for ensuring the project is visually documented through photographs

### People

- To create opportunities within sessions for participants to make creative decisions
- To plan practical strategies to ensure that everyone will be able to take part in a session, regardless of their degree of disability

### Safety

- To provide the Core Worker with adequate information about the arts processes prior to the session to ensure that risk assessments, steps and precautions can be taken to ensure the safety of all participants
- To maintain a safe working space before, during and after sessions
- To ensure that any “end product” is fit for purpose

### General

- To always work in accordance with Pyramid’s policies and procedures (available for review at [www.pyramid.org.uk](http://www.pyramid.org.uk) in the ‘about us’ section, or by request to the Operations Manager).