



#ArtsadminAiR



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Artsadmin

# Artist in Residence (AiR) Frequently Asked Questions (FAQ)

## Application Pack

General Enquiries: [creativesupport@artsadmin.co.uk](mailto:creativesupport@artsadmin.co.uk)

Access Support Enquiries: [access@artsadmin.co.uk](mailto:access@artsadmin.co.uk)

# General

## **Who is AiR run by?**

AiR is a pilot programme run by Artsadmin

## **How is AiR funded?**

AiR is initiated by Artsadmin using Creative Europe funds through the BE PART project and Arts Council England NPO funds.

## **Is this the same as Basic Income pilots?**

No. This is an employment contract and residency offer embedded within Artsadmin. This means the appointed artist will be part of the Artsadmin team and will be based in Toynbee Studios. They will be paid for their artistic research and occasional contribution to Artsadmin's programme, in the same way that our producers are paid for their work as producers.

## **What do you mean by Artsadmin's home and surroundings?**

Artsadmin is based at Toynbee Studios, 28 Commercial St, London E1 6AB. We sit generally in East London but specifically in between the Aldgate, Spitalfields and Whitechapel areas, next to Brick Lane and across the street from the Petticoat Lane Market. We are keen to welcome an artist who has an interest in engaging with our hyper locality and the communities around us.

## **What do you mean by artistic research?**

By artistic research we mean engaging in dialogue and enquiry with others through and toward artistic practice.

This residency is well suited to an artist whose practice is research-led, collaborative, and live; and who is interested in spending time and working with communities of place or interest, in and around our locality of East London. The residency can be used as a time for the artist to develop, explore and experiment within their practice and there is not a fixed expectation to produce outcome driven work.

# Application Process

## **Will you be offering any information sessions?**

Yes, we require that anyone considering applying attends an information session. You can head over to our website to book a spot:

1. **March 20th**, 7pm - 8pm (Online, BSL interpreted)
2. **March 26th**, 11am - 12pm (Online)
3. **March 29th**, 1pm - 2pm (Online, this session is specifically holding space for Black people and members of the Global Majority)
4. **April 4th**, 4:30pm - 5:30pm (in person at Toynbee Studios, Artsadmin Canteen, capacity is 40)

These sessions will allow for a deep explanation of our criteria and selection process, answer questions, and invite you to select out if this not the right opportunity for you. If you are not able to attend any of these dates, we'll ask you to watch a recording of the session.

### **What access support is available for applicants?**

Our callout document is available in Easy Read, Audio and Video formats. Our information sessions on the 20<sup>th</sup>, 26<sup>th</sup>, and 29<sup>th</sup> of March will be online via Zoom and the session on the 20<sup>th</sup> of March will be BSL interpreted and recorded.

Access support is available for all applications, including alternative formats and tailored support. You can read specifics about the support available for applicants here: <https://www.artsadmin.co.uk/about/jobs/#accesssupport>

If you have specific access support needs or have access requirements to attend our in-person event on April 4<sup>th</sup>, please get in touch with [access@artsadmin.co.uk](mailto:access@artsadmin.co.uk)

### **Will you be offering feedback to applicants?**

We will offer feedback to the 20 artists who are asked to submit a more detailed application for Phase 2 and to the 3 artists who are invited for Phase 3 interviews. We will offer this feedback in written form with an option to meet in person or virtually to discuss.

### **Can I apply for AiR as a company, collective, or group of artists?**

The AiR opportunity is for one artist to join Artsadmin for one year on a 0.7 FTE basis. It is designed for one person and not for a collective or company of artists.

### **Can I apply if I'm a student?**

You can apply if you have time capacity and hold the right to work in the UK for 0.7FTE (3.5 days a week, or full-time 36.5 weeks out of 52)

### **Can I apply if I am currently working on a project with Artsadmin or with another producer?**

As long as your other commitments and projects fit alongside the 70% commitment of this residency, there is no conflict of interest or issues with you working in a project already with Artsadmin or another producer.

### **What if the member of the community can't write or complete my recommendation?**

You can ask someone else who is connected to the community that you worked with, that has an understanding of the work that you did with them, to complete your recommendation on their behalf.

### **Is AiR open to artists who do not have a right to work status in the UK?**

You must hold the right to work in the UK and are able to evidence this through a British or Irish passport, a suitable visa document or a share code from the EU Settlement Scheme.

### **How will you assess the applications?**

All readers will use a scoring grid based on the criteria and person specification. Each application will be read by 2 readers, including one person from our producing team. We will meet as a group and discuss every single application and short-list to 20 based on scoring, discussion, and eligibility.

# Residency

## **Will there be a contribution to relocation costs?**

No. We assume the selected artist is either based in London or willing to relocate on their own for the opportunity.

## **What about my other commitments – employment, artistic, etc.?**

We would expect your other commitments to fit alongside the 70% commitment of this residency.

## **Will I have to work specific hours or in full days?**

We do ask that when you are working under this contract that you do so through full or half days, based on an 8-hour working day including a 1 hour paid lunch. This will greatly aid tracking of time in our payroll records. You are not required to work specific office hours. When on site, our core office hours are 10am-6pm but we welcome a pattern that works for you.

## **Will I have to work in person, or can I work remotely?**

We encourage working on site but remote or hybrid working can be supported.

## **Will I be able to continue my status as self-employed?**

This offer is an employment contract and cannot be taken up on a self-employed basis. It is possible for you to continue other self-employed work. We have a duty of care as an employer to ensure you're not overloaded in weekly hours across all of your work and can support this contract, but this would be an ongoing discussion with you.

## **Is there a probation period or notice period on the contract?**

Yes, alongside all of our employment contracts. A three-month probation period would apply, and if you could not continue the contract, you would need to give two months' notice.

## **What access support is available for the selected artist during their residency?**

As with all Artsadmin new joiners, we would do an access requirement audit as part of the induction process to identify and make a plan to meet your access needs. We have experience in supporting employees with Access to Work applications.

## **Is there budget to produce a project from the artist in residency?**

You can expect producing and fundraising support should you want to develop a project that has evolved directly out of this residency period with Artsadmin (although this is not an expectation.)

We have budgeted for research aspects of the residency such as workshops, materials, hospitality for hosting conversations, etc. Our focus is to support practice and R&D shares over product or presenting finished work.

**What happens after? Is there any transitioning out support?**

We designed the 70% as a way to make space for ongoing projects you might have and to allow you to keep commitments or take on projects that might start during the residency period and continue beyond. At the beginning of our time together we will also support you in planning the residency and put check-ins in place to prepare for the different transitions into and out of your time with us.