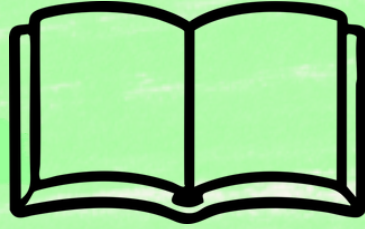


Artsadmin



**Easy Read
Guide**

Creative Support

What to expect from your Session.



Photo by Amy Gwatkin

About this guide



This guide will give you more information about Artsadmin Creative Support Sessions.



This guide explains who Artsadmin are, who can apply, how to book and what you can expect from a session.



If you need help reading this guide or filling in the booking form, please email:

admin@artsadmin.co.uk

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About Artsadmin



Artsadmin is a UK arts charity that supports contemporary performance artists.



We help artists create bold and original performance work.



Artsadmin helps artists develop ideas, produce projects, and share their work with audiences.



We are based at Toynbee Studios in East London.

What is a Creative Support Session?

Creative Support Sessions are:



A free one-off mentoring conversation about your creative practice and development.



A chance to discuss questions with a member of Artsadmin's team, online or in-person.



An opportunity to hear about useful resources, opportunities or organisations.

Who is it for?



Creative Support Sessions are for UK-based Artists, Producers and Creatives working in:

- Contemporary performance
- Live art
- Socially engaged practice
- Interdisciplinary arts
- Theatre
- Dance

Artists at **any career stage** are welcome, whether you are emerging, mid-career or established.

You must be 18 or over.

How to Book



You can book one free Creative Support Session each year through our online booking form.



You can choose the mentor who feels most relevant to your needs.



Sometimes a mentor may not be the right person to help with your request.



If this happens, Artsadmin will try to suggest other support options.

During Your Session



A free one-off mentoring conversation about your creative practice and development.



A chance to discuss questions with a member of Artsadmin's team.



An opportunity to hear about useful resources, opportunities or organisations.

Respect and Confidentiality



Sessions should be professional, respectful and focused on creative development.



Everything discussed is treated as confidential. Information will not be shared without permission.



In-person sessions usually take place in the Artsadmin Café at Toynbee Studios which is a public area.



As a result, complete privacy in the Café cannot always be guaranteed.

Inclusion and Accessibility

Everyone should:

- Treat each other with kindness and respect.
- Value different experiences, backgrounds and perspectives.



Artsadmin does not tolerate:

- Discrimination
- Harassment
- Inappropriate behaviour



If you have any access requirements, please let Artsadmin know in advance so that arrangements can be made.

Wellbeing



Sometimes conversations may touch on personal or emotional topics.



Either person can pause or end the session if needed.



Artsadmin staff are not trained mental health professionals but can signpost people to other support services.

Time keeping



Sessions can last up to 60 minutes. Please arrive on time.



If you cannot attend or are running late, contact Artsadmin as soon as possible.



If you let Artsadmin know in advance, they will try to help you reschedule.



Contact your mentor or phone
020 7247 5102

Time keeping

If you miss a session without telling Artsadmin:



You will need to book again through the normal process.



Repeated missed sessions may mean you cannot book another session for one year.

Monitoring and Feedback

After the session:



Mentors complete a short report about the session.



Artists are welcome to share feedback to help improve the programme.

Find Out More



You can look at our website:

www.artsadmin.co.uk/for-artists/creative-support



Phone:

020 7247 5102

Email: creativesupport@artsadmin.co.uk

This Easy Read booklet was produced by Artsadmin using stock images from Canva.