



## **Creative Learning Programme 2017-18 at Attenborough Arts Centre**

### **Request for submissions of course and workshop proposals**

#### **About Attenborough Arts Centre**

Attenborough Arts Centre is the University of Leicester's arts centre and is open to all. It is housed in the Richard Attenborough centre, an award-winning, purpose-built space that opened in May 1997 as one of the UK's fully-accessible arts centres. Our four key values are: to be inclusive, vibrant, creative and welcoming.

#### **Vision**

To offer opportunities to participate without barriers in ways that challenge and inspire.

#### **Mission**

Attenborough Arts Centre creates connections between the University of Leicester and wider communities. It is a creative hub for artists, performers, audiences and learners alike. It pioneers vibrant and creative approaches to the arts in an inclusive and welcoming space and breaks down barriers to access.

#### **Programming principles**

- Attenborough Arts Centre is committed to promoting work across all its programmes by and for disability artists and audiences. Its aim is not to create a silo for disability, but a vibrant and creative space that is open and accessible to all.
- Access and inclusion is at the heart of all our work. We continually challenge attitudes and stereotypes through debate, risk and creativity.

Attenborough Arts Centre has a number of creative spaces:

- Flexible performance **hall** able to seat up to 120 with semi-sprung floor, PA, digital projector and screen, basic lighting rig and induction loop. There is no fixed staging or seating.
- **Studio 1** with a semi-sprung dance floor, PA and digital projector, induction loop, with a capacity of 40 suitable for small-scale performances, seminars, workshops and rehearsals.
- **Two visual art studios** accommodating up to 20, with kiln, two printing presses, easels and basic art consumables.
- **Gallery space** on our balcony gallery and three new galleries opened January 2016.

- **Licensed Arts Bar café** run by University catering providing an informal space seating up to 45, refurbished January 2016.

Additional equipment available includes: Bosendorfer piano, upright piano, music stands.

Attenborough Arts Centre currently attracts around 550 learners each season, the majority of whom are members of the public rather than University staff or students. The current range of courses and workshops can be seen at: [www.attenborougharts.com](http://www.attenborougharts.com).

We would like to see submissions for sessions that will either be taster sessions for those learners starting out in a subject or more in-depth for those wanting to focus on a specialism in more detail:

- Sessions could range from weekly two - three hour slots to day-long intensive workshops.
- Activity can take place either during the day, or at evenings or weekends.
- Courses can be from two to 10 weeks' duration, or longer if the content of your course requires this or where the course is designed so that participants can progress further in their learning of a subject.
- We will favour shorter courses and workshops as we know that these are popular with our learners in the summer months.

If you have an idea for a course or workshop for the new programme to run during the period 2 October 2017 – 28 March 2018, please complete and return the attached forms **no later than 5pm on Friday 31 March 2017**

**Here is some useful information for you to read before completing your course/workshop proposal(s).**

Please note:

- Any course running over a school half term holiday will break for a week.
- Another call-out for course and workshop proposals will be circulated in October 2017 for April 2018 – September 2018.
- When submitting proposal(s) include all information in the course / workshop proposal(s) form not in a covering email / letter.
- When submitting your course / workshop proposal form(s) please include a CV containing two appropriate referees if you have not led a course / workshop at Attenborough Arts Centre.
- Courses are not accredited and learners do not need any qualifications to attend.

- The rate of pay for tutors delivering workshops and courses as of 2 March is £34.60 per hour. (£27.07 per hour basic, £3.33 per hour holiday pay, £4.20 per hour NI)
- Day long sessions will include a 30 minute unpaid lunch break into the timings.
- Courses which are two weeks or longer should, where possible, start and finish in the same period of dates (see above dates).
- Where possible please be flexible about course timings.
- Workshops and courses should reflect the ethos of Attenborough Arts Centre – open to all, accessible, inclusive and for everyone.
- The detailed description of the workshop / course provided by you on the form attached will be published on the additional information sheets available from front of house.
- A shorter summary course description will be used in the Creative Learning guide.
- The information you provide may be edited to ensure a consistent house style. We will make every effort to check back with you on the edited copy before it goes to print by emailing you but please be aware that the timescales will be short due to the production schedule.
- We aim to offer a balanced programme of activity; therefore, submission of a proposal does not automatically guarantee that the course will be programmed. A decision will be made and communicated to all tutors submitting proposals week commencing Monday 17 April.
- Places on each workshop and course are offered to learners and allocated on a first-come, first-served basis.
- Courses and workshops have to be financially viable and therefore can be cancelled up to one week before their start date if not enough participants have booked. This cancellation period can be shortened on agreement.
- Dependent on the activity tutors may be asked to provide a risk assessment for their course or workshop should it be selected.
- All selected tutors must complete a tutor approval process, safeguarding training (provided), undertake a DBS check and register with the university pay centre unitemps before they can commence tutoring.

**Please note that if courses are cancelled, tutors will not be paid for the proposed delivery of workshops/courses.**

### **Images**

Where possible, we would like to use images to illustrate courses. Images need to be at least 300 KB for reproduction. If you have suitable images, please feel free to submit them with your proposal form by email.

Please complete and return your proposal form(s) (and CV if applicable) by email, **no later than 5pm on Friday 31 March 2017.**

If you would like a paper copy of the attached proposal form and basic stock list, please let me know.

Any further queries, please do not hesitate to contact Attenborough Arts Centre on 0116 252 2455

Kind regards,

**John Kirby**  
**Programming Officer**  
e: [JK210@le.ac.uk](mailto:JK210@le.ac.uk)