2. **CREATIVE MELBOURNE COMMUNITY ENGAGEMENT PROJECT**

THE PROJECT - Creative Melbourne wish to further pursue one of its long term community goals to establish the Gallery as a hub for the wider creative community, regularly hosting workshops for the community, being at the heart of a network of creatives and having regular "drop-in" sessions using the gallery to help tackle some of the local social issues, such as loneliness and isolation for adults and young people. The gallery hosted a number of workshops during 2022 and early in 2023 attracting the wider community and we wish to expand and develop on this during the current year.

PROJECT LEAD ROLE (COMMUNITY/OUTREACH COORDINATOR) - A role for a Project Lead has been identified which will enable us to meet this goal. This is a new project which initially we see running for the next 12 months to enable us to achieve the following outcomes:

- There will be a well-established programme of workshops directed at a diverse audience over the next 18 months.
- The workshops should aim to be relevant to and attract our priority target audiences, identified from areas of lower engagement. Evidence of a diverse demography of attendees will need to be captured.
- The programme will be self-sustaining with clear understanding of costs and benefits with reporting back to Directors
- There will be engagement with local artists delivering the workshops and a network established of local artists/creatives using the gallery as a hub. The Lead will be primarily responsible for developing and managing this network.
- There is evidence that a contribution to tackling some of the social issues e.g. isolation, has been made.
- A programme of bookable and "drop-in" events will have been delivered.

PROJECT LEAD SKILLS - The project is primarily a Community Engagement initiative, so experience of having run similar projects will be required.
Good communication skills, with some marketing experience will be essential, along with proven networking skills. Ability to run meetings and workshops in person and over webinar will also be desirable. The project will be self-directed and self-managed, without direct supervision so being highly self-motivated and organised will be essential. The postholder will report to the Directors. Some working from home will be possible, but the base for the role will be the Creative Melbourne Gallery and a number of hours working on the project will be agreed in advance.
This project needs imaginative and creative ideas to deliver the outcomes, so a person with empathy, creative thinking and imagination will be needed.
The Project Leads should have experience of working with people from our target groups: varied ages, SEND and those living with isolation.
Experience of successful grant funding or seeking sponsorship would be desirable.

FUNDING - A total fee for the Project lead of £7500 will be provided paid in stages to be agreed with the successful candidate over an agreed timescale. There will also be funds to cover materials and expenses involved in delivering the project. Travelling costs from home to the gallery will not be met.

TIMESCALE - An initial plan for delivering the outcomes will be needed within approximately one month, with a programme developed thereafter for the subsequent 12 months.

BACKGROUND - Arts Melbourne CIC is a "not for profit" organisation which organises the annual Melbourne Festival, and runs Creative Melbourne Gallery & Studios, with year-round creative activities in and around Melbourne.

The Gallery & Studios opened in the Spring 2022 to provide a home for The Festival and a hub for professional & amateur Creative Artists in South Derbyshire. Our three studios are rented by three professional artists and the gallery space is used for exhibitions of work by East Midlands artists. A programme of workshops to engage with the community is in place for early 2023, and it is anticipated that the project lead will expand on this programme.