

# Information for organisations to support creative and cultural practitioners



**Easy read booklet**

# Who we are and what we do



We are **Arts Council England**. We support creativity and culture in the UK.

We want creative and culture organisations to work well with creative practitioners.

We need everyone to support and learn from each other so that we can have the best creativity and culture.



Our Delivery Plan 2021-2024 sets out our vision for organisations and creative and cultural organisations to work together.

This will help everyone in art and culture to



- Be clear so everyone knows what is happening
- Be more equal
- Give more people the chance to do well in creativity and culture



This information sheet tells you how we will make this happen and how to work well together.

# Finding artists and paying them to work on projects



Creative and cultural organisations have to work with different creative practitioners to make creativity and culture happen.

Creative and cultural practitioners are often **freelance**. This means they get paid for a project but don't have a paid job with the organisation.



It can take a lot of time for a practitioner to apply to work with an organisation.

We want creative and cultural organisations to



- ✓ Think about how they write a brief for a practitioner and test this out
- ✓ Stay in touch with practitioners you have worked with before but also find new people to keep things fresh



- ✓ Look out for how you can support local creative and cultural practitioners
- ✓ Make key information like project dates and payment very clear

# More about finding creatives and paying them to work on projects



We want creative and cultural organisations to

- ✓ Invite practitioners to join a pool of people – this means they can be part of a project if we need them
- ✓ Allow time for freelance practitioners to answer a brief or apply for a project
- ✓ Have a 2-stage process – people can say they are interested first before having to fill out a full application
- ✓ Give support to anyone who needs it for access
- ✓ Tell the practitioner as soon as you can if they are not successful
- ✓ Give feedback if you can – if not then tell people why not



# How to work with freelance practitioners



Think about the best ways creative and cultural practitioners can work with your organisation on projects.

You can



✓ Show the freelance practitioner around the building so they can say if they need access support

✓ Let them meet everyone who works there – not just people on the project



✓ Make sure people are safe to work with you and feel safe

✓ Let freelance practitioners know who they should tell if something isn't right and they feel unsafe

✓ Update policies to include freelance practitioners



✓ Make sure freelance practitioners are working the right number of hours so they don't work too much

# More about how to work with freelance practitioners



You can

- ✓ Check if you work with a freelance practitioner again that they know if any rules have changed
- ✓ Include freelance practitioners in your organisation – for example, offer training and invite them to events so they feel part of the organisation



If anything changes and you don't need to work with someone, let them know in a supportive and kind way.



You might need to have something in their contract that says this. We call this a **cancellation clause**.

If you work with a new freelance practitioner who has just started out, make sure you let them know how they can make progress.



People from different backgrounds and groups can find it hard to get work as a creative.

# Work experience and placements



Children and young people can get good experience in creativity and culture.

This can happen as a work placement or as part of their education and training.



Think about young people who might not get the same chances in creativity and culture.

This might be their first experience of creativity and culture so make it as positive as you can.



They might need support and advice on how to do things like talking to staff and feeling confident.



Some practitioners start out later in life. Think about how you invite people to join your organisation so entry level practitioners feel included.

You can read this [guide](#) for more support.

# Fair pay



We want everyone who works in creativity and culture to be paid in a fair and equal way.

The funding money we give to organisations should be spent on artists in a fair way.



If you work with a freelance practitioner, agree the hours they will work in a contract.



You should include any research or planning time as well as the creativity or culture they create.

For example, if someone works longer hours you will still need to pay them and have a plan for this.



You will need to agree if the freelance person pays their own tax and National Insurance to the government.

Everyone should be paid on time and should not have to wait too long.

This is in the [Prompt Payment Code](#).

# Support for freelance practitioners



Your organisation can help freelance practitioners feel part of the community.

You can help practitioners find out about any equipment and training that can help them make their work.

As well as paying freelance practitioners, you can offer things like time and space to rehearse.

You can offer

- ✓ Desk space
- ✓ Access to equipment
- ✓ Training for technical equipment
- ✓ Use of printers, Wi-Fi and computers
- ✓ The same training that your staff get
- ✓ Networking and new ways to meet people
- ✓ Help with marketing and digital support



# Working with freelance practitioners in an equal way



You can help freelance practitioners feel more secure. This supports people who feel outside of society or don't get the same chances.

Think about what their needs are and how you can support them.



You could help freelance practitioners by

- ✓ Inviting them to join your Board
- ✓ Putting up a statement on your website about how you can work together
- ✓ Asking them to be part of your future planning
- ✓ Letting them share their work in your programme
- ✓ Letting them visit and see the work you do
- ✓ Connecting them up with with new clients
- ✓ Give them a cheaper price on equipment

