

Contents

1. Welcome/Summary
2. About Courses and Workshops/Our Associate Model
3. What we're looking for
4. What you'd be committing to
5. Process/Timeline

1. Welcome/Summary

The Crescent is looking for 5-6 freelance practitioners to advise us on the development of our Courses and Workshops programme. The assignment is x3 days work per person, at £200/day, with work to be delivered between May and December 2024. Application is by answering a few questions in a Google Form, by **Wednesday 22nd May, 5.00pm**.

Notes: this is the 3rd Year of our Associates model for Courses and Workshops. This is the first time we have advertised it. We are particularly keen to hear from folk we've never worked with before!

2. About the Courses & Workshops Associate Model

Activity at The Crescent is a collaborative endeavour. We engage freelance expertise in all areas of our programming to help ensure that a range of perspectives inform and shape what we do.

The Crescent delivers an extensive programme of Courses and Workshops, across 4 terms, and 6 themes.

Our Terms are September - December; January - March; April - June; and July - August

Our Themes are:

- Dance & Wellbeing
- Creative Reading & Writing
- Music & Drama
- Language
- Children & Family
- Visual Arts & Crafts

Our Courses and Workshops Associate Programme is a 3-year pilot, engaging 5-6 Tutors over a 12-month period:

- Year 1 (2022-23): We engaged a group of 6 who had experience of teaching at The Crescent i.e. who know us quite well
- Year 2 (2023-24): We engaged individuals who were known to us, but who had not previously done any teaching/done significant work with the The Crescent
- Year 3 (2024-25): We'd love to find 6 people who haven't worked with The Crescent/that we don't know

3. What we're looking for

We are now advertising for the Year 3 Cohort. Here are some of the things we're looking for:

- Knowledge of South Belfast: You might know the area, or parts of it, really well - via professional or personal experience
- Some experience of our Themes listed above - in any capacity i.e. an active interest in an art form/awareness of trends
- An openness to sharing your ideas and connecting us with new people and places
- We will prioritise freelancers/individuals
- We would like to encourage interest from candidates from diverse backgrounds, and experiences, including candidates who identify as LGBTQIA+, have a disability or are neurodiverse, have a minority ethnic background, are from diverse socio-economic backgrounds, are under 30, or have taken non-traditional educational pathway.

Application Process: Please note: this is a small freelance contract, and we're trying to avoid a heavy-handed process. This also means that we won't be in a position to give lots of feedback. The criteria above are important to us. The priority for us is working with those we haven't worked with before, definitely in the last 5 years, and we're particularly interested in your experience of South Belfast. You might mention other things we haven't thought of, and we'd love to hear those things!

4. What you'd be committing to

x3 days work at £200/day. To include:

- 1 x Group meeting with other Associates
- 2 x Individual meetings with Crescent staff members

What you'd be doing:

- Advising The Crescent on our September 24 – June 25 Course and Workshop Programmes, via Ideas and Connections:
 - Identifying gaps in our offer
 - Spotting connections
 - Making introductions

What we provide:

- 50% of fee payable up front, remainder on completion. Deliverables set out in contract
- Induction

5. Process/Timeline Anticipated timeline:

Wednesday 22 May - 5pm	→	Application deadline
w/c 20 May	→	Informal Conversations
w/c 27 May	→	Associates Group Meeting + Individual

How to apply

Please express interest by completing this [Google Form](#). We imagine it will take max 15 minutes.

We won't be able to acknowledge every Expression of Interest received before the deadline.

We will be in contact after the deadline to let you know whether we're taking your Expression of Interest forward or not.

It's very hard to anticipate how many Expressions of Interest we will receive, and whether we do a round of conversations to inform final decisions. This is an experiment, and we hope you'll take it as such too!

About Us

The Crescent is a registered charity and a company limited by guarantee.

We are proud of our Grade II listed building on the corner of University Road and Lower Crescent Park, South Belfast. The Centre was built originally (in 1873) as a school for girls at a time when academic education for young women was not widely available, and we're really proud of all the entrepreneurial, creative, and spirited voices that have shaped who we are today.

We are a team of 7 Full-Time, and 10 Part-Time (Customer Services) Staff. We are perhaps best known for our creative Courses and Workshops, running for over 30 years. We also run the annual Belfast Book Festival, the Mairtín Crawford Awards for Poetry and Short Story, a Youth Theatre, a Music Programme, and offer office space to creative companies.