

**Craft Scotland | Summer Show 2019
Workshop Application Pack**

Closing date & time: 5pm, Thursday 17 January 2019

Location

2nd Floor
Fringe Venue 205
White Stuff
89 George Street
Edinburgh EH2 3ES

Key Contact

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Deliver hands-on craft workshops at the Craft Scotland Summer Show 2019 during the Edinburgh Festival Fringe.

Overview

Craft Scotland is seeking experienced makers to deliver public-facing, paid-for workshops during the Summer Show, Craft Scotland's annual selling exhibition to be held from Friday 2 to Sunday 25 August 2019 in Edinburgh.

The selected makers will be required to design and deliver an engaging hands-on workshop giving participants an understanding of a making technique and the opportunity to make a piece of craft. The workshops should be creative, enjoyable and suitable for those with no previous making experience.

The workshops will be delivered within the same space as the Summer Show which showcases the work of over 35 designer/makers from across Scotland. Running for three weeks as part of the Edinburgh Festival Fringe, it gives locals and visitors to the capital the opportunity to see and buy high-quality, original, contemporary craft.

Held on the entire second floor of White Stuff on George Street, Edinburgh, the Summer Show, now in its seventh year, attracts over 4,000 visitors. The Summer Show is open to the public from Friday 2 to Sunday 25 August 2019, with an invitation-only Private View held on Thursday 1 August.

Workshops have been held within the Summer Show for the past two years. Previously participants have had the opportunity to sew a leather purse with [Jude Gove](#), carve a wooden spoon with [Object Company](#) and make a mosaic with [Helen Miles](#). Find out more about all of the 2018 workshops [here](#).

Workshop leaders' testimonials

"The team was very helpful and supportive - both in practical ways in terms of helping me deliver my materials to the venue and offering to set up and clear away the workshop."

Summer Show 2018 workshop leader

"After running both workshops I noticed an increase in Instagram followers and engagement on my posts." - *Summer Show 2018 workshop leader*

Key things to know

- Workshops must be held between Friday 2 and Sunday 25 August 2019
- Tickets for the workshops will be paid for and booked in advance. All tickets will be booked via the Edinburgh Festival Fringe website/app.
- Workshops must be suitable for those aged 16+
- Workshops should be short classes for ideally 12 participants. They can last for between two and six hours
- Workshops should be suitable for beginners or those with no experience in your chosen craft technique
- Workshops can be delivered just once, or repeated a maximum of five times over the course of the Summer Show. This will be decided in agreement with Craft Scotland.
- Workshops will be held at a large table and chairs within the Summer Show exhibition space so members of the public who are not participating will be present in the space and able to see/hear the workshop
- Workshops will be held on the second floor of White Stuff, which we regret is not accessible to wheelchair users or those who may experience difficulties climbing stairs. A lift is available to the first floor and then a flight of stairs takes visitors to the Summer Show
- A sink and running water can only be accessed via stairs/lift to the basement level therefore water must not be an integral part of the workshop
- Makers can submit more than one workshop for consideration
- Makers do not have to apply to participate in the Summer Show to apply to deliver a workshop at the Summer Show

Key dates:

5pm, Thursday 17 January 2019: Deadline for receipt of applications to Craft Scotland

By Friday 22 February 2019: Applicants notified of the outcome of their application

5pm, Friday 22 March 2019: Deadline for all information, image and workshop dates to be finalised for submission to the Edinburgh Festival Fringe brochure/app.

Friday 2 to Sunday 25 August 2019: Summer Show, show dates (workshops within these dates)

Access

The Summer Show is held on the second floor of White Stuff which we regret is not accessible to wheelchair users or those who may experience difficulties climbing stairs. A lift is available to the first floor and then a flight of stairs takes visitors to the Summer Show.

Responsibilities

Your commitment:

- Prepare and deliver a programme of activity in the venue giving participants an insight into a creative process, and to help grow their understanding and appreciation of craft.
- Act as an ambassador for Craft Scotland and the Summer Show.
- Meet deadlines as set out in the key dates and those issued following selection
- Provide information and images as requested to be used for marketing purposes
- Promote the workshop and your involvement on your website, via social media, email marketing to buyers, customers and interested parties.
- Mention Craft Scotland in your own marketing including on your website, C.V. etc.
- Maintain communication with Craft Scotland in advance to arrange for all logistics in running the workshop.
- Provide all specialist equipment and materials and set this up as required
- Take responsibility for ensuring all equipment and materials used are fit for purpose, safe and suitable for use.
- Take responsibility for ensuring the safety of yourself and all participants through safe use of equipment and identifying, assessing and mitigating any risk.
- Ensure that all practical needs and queries of the participants are met throughout the duration of the workshops.
- Submit a full risk assessment to Craft Scotland no later than two weeks preceding the workshop (a template will be provided).
- Invoice Craft Scotland for all agreed fees and costs following the workshop
- Be responsible for your own travel, subsistence, and accommodation (if required)
- Provide feedback as requested.

What Craft Scotland will do:

- Provide a space within the venue and tables and chairs as agreed.
- Register the workshop as part of Edinburgh Festival Fringe (for inclusion in the printed brochure, Fringe App and listing on edfringe.com).
- Manage overall administration and coordination of workshop ticketing and sales.
- Promote the workshop using centralised marketing to include: a listing on Craft Scotland's website detailing the workshop content and promotion on social media
- Be the main point of contact in the first instance for any public enquiries about the workshops.
- Greet participants as they enter the venue and direct them to the workshop area
- Provide refreshments for workshop participants.
- Liaise with and give support to the workshop leader prior to and after the workshop (limited support may be available during the workshop, this should be agreed in advance).
- Ensure that appropriate insurance is in place and provide risk assessment templates.
- Pay a fee to the maker to deliver the workshop and the cost of materials as agreed
- Gather feedback from workshop participants and workshop leaders for evaluation purposes.

Eligibility

Applications are invited from makers working across all craft disciplines, though consideration should be given to which activities will be appropriate in the space available.

We would like to hear from makers who have:

- A high standard in their practice
- Can work sensitively and flexibly with a broad range of people
- Can facilitate the creativity of others and encourage them to try something new
- Excellent communication skills

Conditions of application

You must:

- Live and work in Scotland
- Have some experience delivering workshops or teaching

Selection criteria & process

We aim to host workshops in a diverse range of practices and are looking for approximately four to five workshop leaders. Selection will be made by Craft Scotland and will be based on:

- How suitable your workshop proposal is for the audience and the Summer Show
- Your experience delivering workshops or teaching
- The quality of your work

Deadline for receipt of applications is 5pm, Thursday 17 January 2019.

Craft Scotland will review all applications and select the successful makers. You may be invited for a phone conversation to discuss the workshop in more detail.

All applicants will be notified regarding the outcome of their application by Friday 22 February 2019.

If you would like to submit more than one workshop for consideration, please submit separate applications.

Fees & costs

- Craft Scotland will pay a fee per workshop to the workshop leader to lead and deliver the programme of activity. This fee is for one day to include travel, preparation and delivery (freelance contract inclusive of VAT where relevant).

This fee is based on the [Scottish Artists Union](#) rate of pay* guidelines:

New Graduate Artist:	£163.00
3+ Years' Experience:	£215.00
5+ Years' Experience:	£266.00

The different rates of pay relate to how Scottish Artists Union defines qualifications/experience. They look to assess 'years as a working maker', evidenced by a CV that indicates the maker's professional experience, history and/or unique attributes.

* 2018 rates, please note these rates may change for 2019

- There is an additional budget available to cover reasonable materials required to deliver the workshops. Materials should be discussed and agreed in advance with Craft Scotland.
- Craft Scotland will retain any and all income resulting from the sale of workshop tickets.
- Makers may also want to consider applying for a profile on the Craft Scotland Maker Directory. Listed makers benefit from a visually enhanced profile with makers statement and extensive portfolio on our website which receives 15,000+ hits per month. Maker profiles cost £49 annually, you can read the application criteria [here](#). You do not have to have a profile on the Directory to apply to Craft Scotland open-call opportunities.

How to apply

Applicants should apply through the [online application platform](#) and will be asked to submit:

- An up-to-date CV
- A statement about you and your practice
- A statement about your experience delivering workshops or teaching
- A description of your workshop. To include:
 - What the participants will do/make
 - Duration of the workshop
 - How much you recommend individual tickets should be sold for
 - Maximum number of participants
 - If this is a one-off workshop or can be run multiple times
 - Any other relevant details

- Images of five pieces of your work
- An image of yourself. Preferably this would be a photograph of you at work, with your work, in your studio or delivering a workshop

Images should be jpeg format at 300dpi; at least one side should measure a minimum of 3000px.

Please note that the form must be completed and submitted in one session, you will not be able to save the form and work on it later.

It is often easiest to type your answers in a word processor rather than directly into the web browser, then copy and paste them into the application form. This will ensure that your logged-in session doesn't time-out, which can lead to you losing your progress.

Once you hit the submit button, the files will be uploaded. This might take some time (depending on your internet connection and size of files). Do not navigate away or shut the page down. Wait until you are taken through to the payment stage.

The combined files in your submission (your CV and images) must not exceed 20Mb. If your submission does exceed 20Mb you will not be taken through to payment stage, you will not receive a confirmation email and we will not receive your entry.

Once you have submitted your application, you will receive an email to confirm that your application has been received.

This information is available in large print or as a word document upon request.