

The Art Department Paisley

Workshop Artist Engagement & Programme Policy

1. Purpose

This policy outlines the arrangements, expectations, and operating procedures for self-employed artists engaged to deliver workshops and classes as part of The Art Department Paisley's publicly funded creative programme.

The policy aims to ensure fairness, transparency, good governance, and high-quality creative provision while supporting artists to develop and deliver their own creative practice.

2. Seasonal Programme Calendar

Art Department Paisley's workshop programme is delivered across three annual programme periods:

- **February - March**
- **April - June**
- **September - November**

Programming outside these periods may be offered at the discretion of the Creative Director, subject to funding, staffing, venue availability, and operational requirements.

3. Artist Engagement

Artists engaged by The Art Department Paisley are contracted as **self-employed suppliers** and not as employees of the organisation.

Artists are responsible for:

- Their own tax liabilities.
- National Insurance contributions.
- Pension arrangements.
- Professional indemnity or public liability insurance where applicable.
- Compliance with all relevant self-employment regulations.

Nothing within this policy shall be interpreted as creating an employment relationship.

Version: 1.0 **Effective Date:** [16 October 2026] **Approved By:** Creative Director, The Art Department Paisley

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4. Workshop Content & Artistic Practice

The Art Department Paisley values artistic independence and encourages artists to deliver workshops reflecting their own creative practice.

Artists may:

- Propose their own workshop themes.
- Determine the artform, techniques, and creative focus of their classes.
- Develop programme content aligned with their skills and experience.

All workshop proposals and programme content must be discussed and agreed with the **Creative Director** prior to publication or delivery.

The Art Department Paisley reserves the right to request reasonable amendments where required for operational, accessibility, safeguarding, funding, or programme balance reasons.

5. Programme Delivery Structure

Adult Classes

Adult workshops will normally be delivered:

- For **3 hours per session**
- **3 to 4 sessions per week**
- Within agreed programme periods

Children's Classes

Children's workshops will normally be delivered:

- **Once per week**
- For **2 hours per session**

Session schedules are reviewed each programme season and may vary according to demand, funding, and staffing capacity.

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6. Evening Classes

Evening workshops may be offered where appropriate.

The scheduling of evening activity is:

- Negotiable with individual artists.
- Subject to staff availability.
- Subject to venue operational requirements.
- Subject to additional heating, lighting, security, and staffing costs.
- Highly dependent upon weather conditions, seasonality, and anticipated attendance levels.

The Art Department Paisley reserves the right to amend or withdraw evening provision where it is not operationally or financially sustainable.

7. Fees & Payment

Artists will be offered workshop delivery opportunities at the current **Scottish Artists Union (SAU) recommended hourly rate**, subject to available programme budgets.

Where possible, The Art Department Paisley seeks to allocate an **equitable number of workshop shifts across engaged artists** to ensure fair distribution of publicly funded opportunities.

Whilst exact equality cannot always be guaranteed due to programme requirements, specialist skills, availability, and audience demand, every reasonable effort will be made to balance opportunities fairly across the artist team.

Invoicing

Artists must submit invoices containing:

- Full legal name
- Trading name (if applicable)
- Address
- Email address

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- Invoice number
- Date
- Agreed fee amount
- Bank details

Payment will be made:

- By bank transfer only
- Upon receipt of a valid invoice
- Within 30 days of invoice receipt

Cash payments will not be made under any circumstances.

8. Supplier Verification

To comply with good financial governance procedures:

- All supplier identities must be verified before engagement.
- Bank account details must correspond to the named supplier or verified trading entity.
- The Art Department Paisley reserves the right to request reasonable evidence of identity and banking information prior to processing payments.

Failure to provide required information may result in delayed payment or cancellation of engagement.

9. Recruitment, Safeguarding & Disclosure Scotland

All artists delivering activities on behalf of The Art Department Paisley must:

- Complete any safeguarding requirements requested by the organisation.
- Hold an appropriate **Disclosure Scotland** check where required by the nature of the activity.
- Be approved prior to commencing any engagement involving children, young people, or vulnerable adults.

No engagement may begin until relevant safeguarding checks have been completed and approved where applicable.

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10. Equality, Diversity, Inclusion & Access

Artists engaged by The Art Department Paisley must actively support and comply with all organisational policies relating to:

- Equality
- Diversity
- Inclusion
- Accessibility
- Anti-discrimination
- Respectful conduct

Artists are expected to:

- Create welcoming and inclusive learning environments.
- Respect participants' backgrounds, identities, beliefs, and lived experiences.
- Support access requirements wherever reasonably possible.
- Deliver activities free from discrimination, harassment, or exclusionary practice.

Failure to comply with organisational policies may result in termination of engagement.

11. Marketing & Ticket Sales

All workshop bookings and ticket sales are managed exclusively by Art Department Paisley.

Classes and events may be promoted through:

- The organisation's website
- Social media channels
- Email marketing
- Online ticketing platforms
- Printed promotional materials

Artists are encouraged to support promotional activity through their own networks where appropriate.

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12. Customer Data & GDPR

Customer and participant data collected through Art Department Paisley's booking systems remains the property of the organisation.

In accordance with UK GDPR and data protection legislation:

- Customer contact information cannot be shared with artists.
- Mailing lists cannot be distributed or copied.
- Participant information may only be accessed where necessary for programme delivery and authorised by staff.

Any personal data obtained through programme delivery must be treated confidentially and handled in accordance with applicable data protection legislation.

13. Workshop Space & Materials

The Art Department Paisley will provide:

- Suitable workshop space.
- Basic workshop facilities.
- Agreed materials and consumables.

Material requests should be submitted in advance and within agreed programme timescales.

The organisation will make reasonable efforts to supply requested materials, subject to:

- Budget availability
- Supplier availability
- Storage capacity
- Health and safety considerations

Requests deemed excessive, unsuitable, impractical, or outside agreed budgets may be declined.

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14. Review of Policy

This policy shall be reviewed periodically by the Creative Director and Board of Trustees to ensure compliance with funding requirements, legal obligations, and organisational objectives.

The Art Department Paisley is committed to supporting artists through fair payment, equitable opportunity, inclusive practice, and the delivery of a high-quality publicly funded creative programme for the benefit of the wider community.