

**Leonardo Partnership 2011
Vocational Training for Outdoor Arts**

Partners roles and responsibilities:

SeaChange Arts:

- Fully commit to the ethos of the project in terms of vocational training for outdoor arts, willingness to learn from each other and share good practice and facilitate joint working at all times
- Appointment of a project manager (Sarah James)
- Help develop a delivery plan for the project i.e. set timetable and outcomes with partners and ensure consistency with the original bid
- Establish good communication systems for the partnership and be a central point of communication and dissemination of information including administrating and chairing meetings
- In consultation with the partners, take a lead on the production a toolkit
- Identify joint areas of project spend and manage any joint finances (e.g. payment for website etc)
- Recruit professional staff and artists to take part in the project
- Organise host mobilities in Great Yarmouth
- Book travel arrangements for all UK staff/artists to other countries
- Collate partner's feedback and produce statements for all final project reports to each respective agency and report back to UK national agency on a regular basis (outlining project outcomes/ number of staff/artists and mobility's)
- Proof-read all website entries and written English submitted from partners
- Disseminate the project at conferences and networks in the UK

Partners:

- Fully commit to the ethos of the project in terms of vocational training for outdoor arts, willingness to learn from each other and share good practice and facilitate joint working at all times
- Ensure representatives attend key planning meetings and residencies
- Whenever possible, respond to requests for information on time and meet set project deadlines
- Recruit professional staff and artists to take part in the project
- Book travel arrangements for all staff/artists to other countries
- Report back findings of project/number of staff/artists and mobilities to own national agency on a regular basis
- Manage and share details of finances associated with the project and highlight to all partners in advance of mobilities areas of shared costs
- Participate fully in the development of the website/Toolkit and other associated products
- Translate text for website and toolkit
- Disseminate the project at conferences and networks in their respective countries

Responsibilities of partners when hosting a mobility:

- Organise a programme of Creative Professional Development (CPD) opportunities/activities in conjunction with SeaChange Arts, such as masterclasses, workshops, professional visits to local organisations etc
- Develop an agenda and participant plan for these activities
- Recruit professionals/practitioners to run CPD sessions
- Book all venues
- Book accommodation and food arrangements for all participants
- Provide any necessary materials and equipment
- Organise all internal transfers
- Organise performances/showcases of work