Redland Art Gallery

Workshop facilitators (Adults & children's workshops)
Expression of interest

1 Contact details

Full name: _____

Address: _____

_____

Mobile: _____ Home ph: (_____) _____

Email: _____

Website: _____

Business name: _____ ABN: ☐☐ ☐☐☐ ☐☐☐ ☐☐☐

2 Other relevant information

Do you hold current public liability insurance? ○ Yes

Please attach a PDF copy of your certificate of currency on page 4 of this document or attach a copy with submission. It is a requirement to hold public liability insurance when doing any work with or for Redland City Council.

Do you hold current positive notice blue card (working with children check)? ○ Yes ○ No

If yes, card number: ☐☐☐☐☐☐☐/☐☐

Expiry Date: ☐☐/☐☐/☐☐

If yes, please attach a PDF copy of your letter of notice on page 5 of this document or attach a copy with submission.

When are you available?

Best day(s): _____

_____

_____

Best time(s): _____

_____

_____

Please outline your relevant qualifications and experience?
(Attach PDF copy of your resume on page(s) 6–7 if applicable)

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Please provide details of two recent and relevant referees:

Name 1: _____ Phone number: _____

Occupation: _____ Relationship to you: _____

Name 2: _____ Phone number: _____

Occupation: _____ Relationship to you: _____

REDLAND ART GALLERY

Redland CITY COUNCIL

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3 | **What type of arts activity are you interested in facilitating/instructing? (Indicate below)**

Arts & culture

☐ Dance
☐ Singing
☐ Drama

☐ Photography
☐ Digital media
☐ Jewellery making

☐ Weaving
☐ Drawing
☐ Painting

☐ Printmaking
☐ Other (Please specify)

_____

For EACH course/workshop identified above, please provide the following details.
For more than 2 courses/workshops please attach additional outline and details with your expression of interest.

Type of arts activity 1: _____

Course/workshop outline (provide description of the proposed course):

_____

_____

_____

_____

_____

_____

Target audience (e.g. children, adults, women) including the maximum number of participants (if applicable):

_____

_____

_____

Expected outcomes (what will the participants learn or take away?):

_____

_____

_____

_____

Duration of course (hours per week and number of weeks):

_____

Hourly rate $ _____

Other costs (e.g. materials for the workshop): $ _____

Type of arts activity 2: _____

Course/workshop outline (provide description of the proposed course):

_____

_____

_____

_____

_____

_____

Target audience (e.g. children, adults, women) including the maximum number of participants (if applicable):

_____

_____

_____

Expected outcomes (what will the participants learn or take away?):

_____

_____

_____

_____

Duration of course (hours per week and number of weeks):

_____

Hourly rate $ _____

Other costs (e.g. materials for the workshop): $ _____

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Declaration

I am aware that if I am selected to be on the register and subsequently engaged by Redland City Council to facilitate an arts activity/ workshop, I will be required, prior to commencing work to:

☐ Complete a working with children check (Blue Card) if relevant for the position.

Signature: _____   **Date:** _____

Please forward proposals to:
Exhibitions and Public Programs Officer
Redland Art Gallery
PO Box 21, Cleveland Q 4163

or email: gallery@redland.qld.gov.au

Enquiries: phone (07) 3829 8899 or email: gallery@redland.qld.gov.au

This form is an Expression of Interest only. Redland City Council reserves the right to proposals and submissions in respect to Redland Art Gallery. For further information please contact the Director, Redland Art Gallery on (07) 3829 8899 or email: gallery@redland.qld.gov.au

4 Public liability insurance – Certificate of currency

Instructions for inserting image into Acrobat PDF form:

Ensure that you have saved the file into separate pages and into the Redland Art Gallery preferred file formats (Acrobat PDF files, JPEG or Microsoft Office Word).

Using Adobe Acrobat Reader, click within the red stroked rectangle.

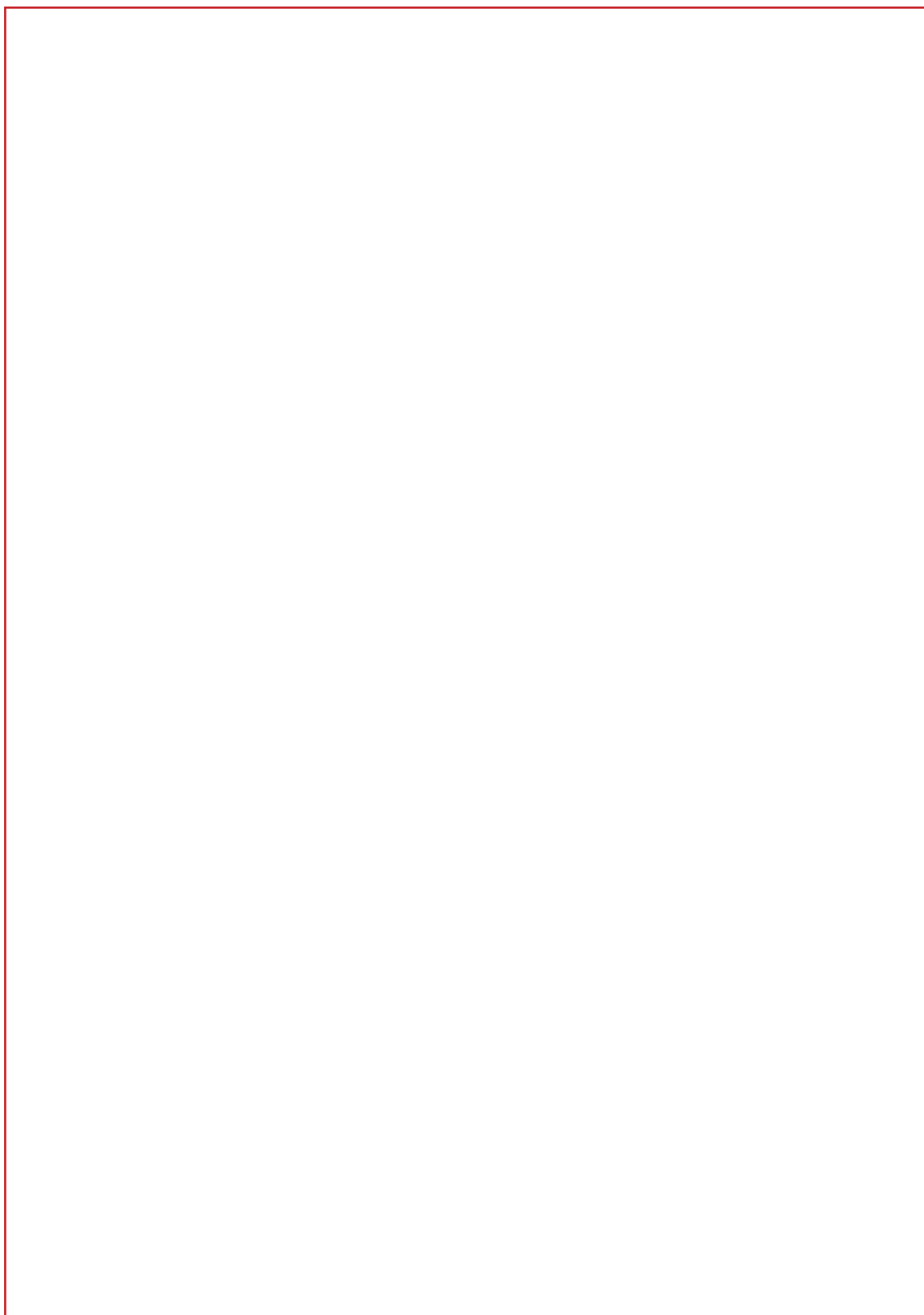A pop-up 'Select Icon' window will appear. Click on the 'Browse' button.

A pop-up 'Open' window will appear asking you to locate the file on your computer. The file format will always default to Acrobat PDF Files (*.pdf). You can easily change it by clicking on the drop down button in the bottom right hand corner (Acrobat PDF Files (*.pdf) and selecting the required and preferred file format.

Once you have located the file on your computer click the 'Open' button.

A 'Select Icon' window will appear displaying the image selected.
If it is correct, click the 'OK' button.
If the image is not correct, click on the 'Browse' button to relocate file.

The image will be placed proportionally within the red stroked rectangle.

Click 'Save' to ensure that you have saved the changes to the Acrobat PDF form.

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5 | Letter of notice

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REDLAND ART GALLERY

6 | **Resume – page 1 of 2**

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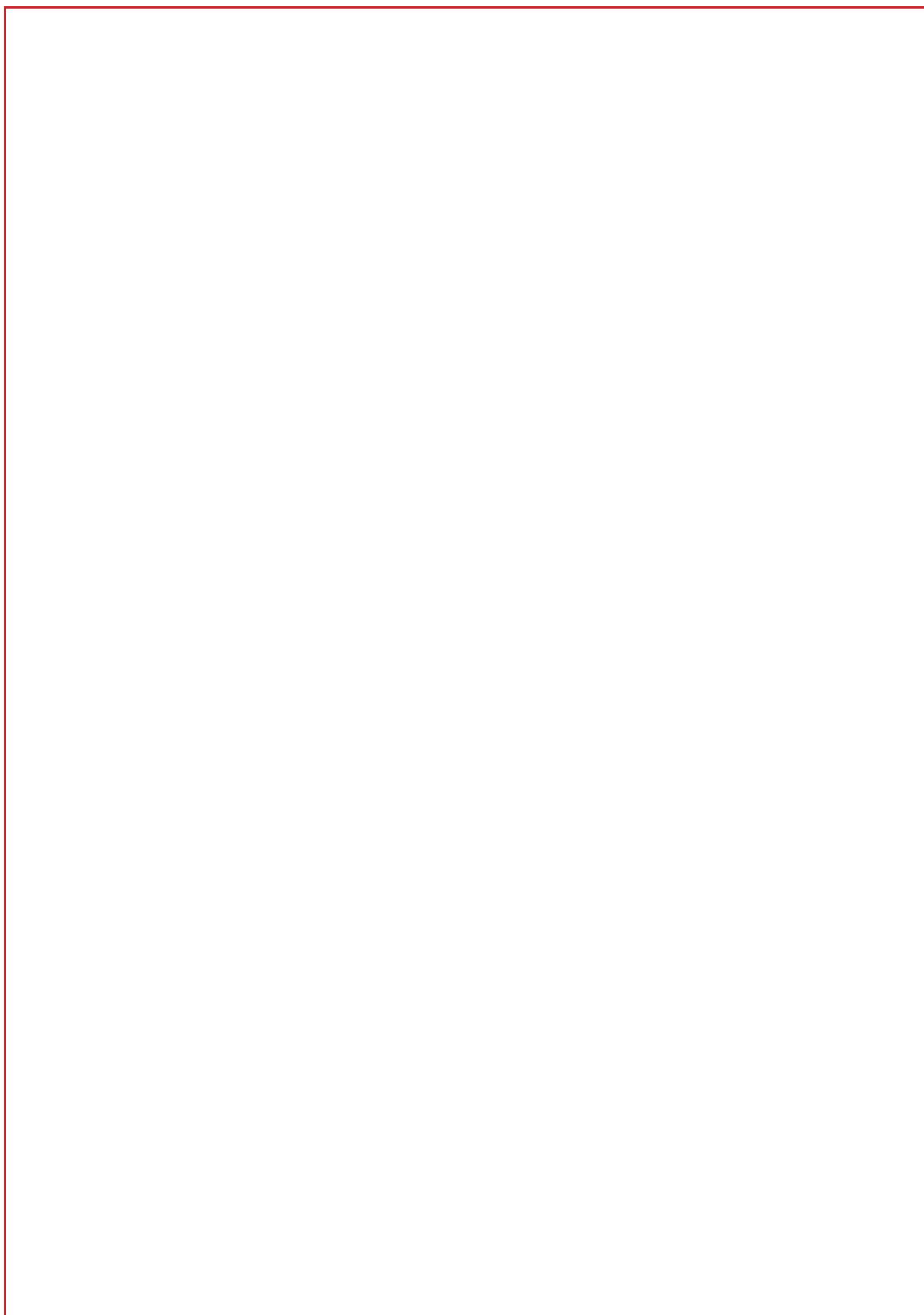A pop-up 'Select Icon' window will appear. Click on the 'Browse' button.

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REDLAND ART GALLERY

6 | Resume – page 2 of 2

Instructions for inserting image into Acrobat PDF form:

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