



**Forty years of
life changing art**

#CityArtsAt40

**Freelance Evaluator
*Imagine Celebrates***

APPLICATION PACK

CITY ARTS (NOTTINGHAM), 2018

REGISTRATION NUMBER: 5181856

CHARITY NUMBER: 1106088

Freelance Evaluator

City Arts is seeking a Freelance Evaluator for Imagine Celebrates, a two year arts programme for older people based in Nottingham. You will be responsible for evaluating to what extent the programme achieves its primary aims and objectives, as well as collating and disseminating stories using the 'Most Significant Change' method.

For more information about the 'Most Significant Change' method see the supporting document: [Celebrating Age - Evaluation Information](#)

Contract duration:	October 2018 to April 2021
Location:	Based in own office or at City Arts, some travel required
Fee:	£12,000
Application deadline:	3rd September 2018

Background

[Celebrating Age](#) is an initiative from Arts Council England and The Baring Foundation. It is supporting cultural and other organisations to work collaboratively, to become welcoming places for older people, and/or to take high quality arts into places where older people find it easier to engage.

The *Imagine Celebrates* programme in Nottingham is funded by Celebrating Age and will run from 2018 – 2020. It will be led by City Arts in partnership with Theatre Royal and Royal Concert Hall, Nottingham City Council, UNESCO City of Literature and other organisations supporting older people in Nottingham and Nottinghamshire.

Using proven approaches developed for the [Imagine – Arts and Older People in Care](#) programme, we aim to bring high quality arts that are co-produced and commissioned with older people into communities, care homes and public spaces. The programme will challenge negative perceptions of ageing and dementia and celebrate the artistic contribution older people can make to society. We will achieve this by working with a range of specialist consortium partners to realise a personalised and ambitious arts programme. We will bring generations together to combat isolation and increase social wellbeing through shared experiences.

The programme aims to:

- Promote co-production & co-creation
- Support Age Friendly cities/places
- Improve health and well-being
- Create a legacy
- Collect robust evidence
- Challenge ageism
- Promote positive images of older people

We will achieve this by:

- empowering older people to help shape what's on offer or lead quality activities
- using proven approaches to engaging older people as visitors, audiences, or participants in creative processes, e.g. ambassadors or buddying schemes
- testing and applying new ways to engage older people
- commissioning older artists or art that particularly resonates with older people
- showcasing or curating and celebrating art created by and with older people

Programme outline

Imagine Celebrates comprises two project strands - Words of Wisdom and Classical Fusion. They will explore literature, music, dance and digital art to engage older people and those living with dementia.

Access to cultural offers often diminishes in older age contributing to isolation, loneliness, and health and wellbeing issues. Our programme will increase choices and access to culture. It will enrich older people's lives, celebrate their contribution to the city's cultural offer, and challenge social stereotypes. Sustainability, strengthened by collaborative partnerships, is key to the programme.

There will also be a nationwide evaluation of projects that have received Arts Council England Celebrating Age grants.



JOB DESCRIPTION

The purpose of this evaluation is to:

- evaluate to what extent each project strand meets its primary aims, objectives and outcomes
- collate and disseminate 'Most Significant Change' stories
- consider the quality of experience of participants and audiences during the project
- consider the quality of experience of artists, young people, arts professionals, partners during the project
- make recommendations, including some shared priorities and objectives, which may inform future arts and older people's programmes

The role of the evaluator is to:

- evaluate the programme using the 'Most Significant Change' methodology and devise other methods alongside that complement this approach to evaluate Imagine Celebrates
- present a process, key activities and timeframe for collating and evaluating all required information
- collect quantitative and qualitative data from project participants, audiences, artists, young people, arts professionals and partners
- create a number of 'Most Significant Change' stories/case studies of individuals engaged in the programme
- observe and record key project moments
- analyse data and produce interim and final reports for wide dissemination, including via the Celebrating Age partners and to the national evaluators and funders

The successful applicant will be supported by City Arts and consortium partners and will work closely with Kate Duncan, *Programme Director - Wellbeing*, at City Arts.

PERSON SPECIFICATION

- Proven track record of successfully devising and delivering evaluations for arts organisations or other related settings
- Demonstrable competence in handling both quantitative and qualitative research
- Excellent written and spoken communication skills
- Knowledge and experience of arts practice including understanding of local, regional and national arts agendas
- Knowledge and experience of working with older people and current national policy
- Proven ability to produce evaluation reports for a range of stakeholders
- Flexibility to travel across Nottingham/shire and occasionally beyond where necessary (i.e. funders/national evaluation meetings etc..)
- Commitment to ensuring that issues of diversity are identified and addressed in the course of the evaluation process

TIMESCALE AND OUTPUTS

The evaluator will submit interim and final reports within a timescale to be agreed with City Arts and Celebrating Age partners. The final Evaluation Report will comprise:

- A literature review relating specifically to this area of work
- An executive summary of the report's key findings and recommendations
- A description of the evaluation methodology
- Clarification of the aim of the evaluation
- A brief description of the project
- A detailed analysis of the qualitative and quantitative data the Evaluator has collected against the aims for the project
- Key findings and recommendations
- Conclusion

FEE AND EXPENSES

A fee of £12,000 (£4,000 annually over 3 years) inclusive of VAT and all expenses. The evaluator will be responsible for their own Tax and NI contributions.

APPLICATION PROCESS

Please submit the following documents by email to: recruitment@city-arts.org.uk

- A CV with details of two referees
- A covering letter stating your interest in this project and how your experience equips you to undertake the work (maximum 1 A4 side)
- A completed [Equal Opportunities Monitoring Form](#)
- A proposal outlining how you will approach the evaluation, your methodology, breakdown of the fee and a timetable (maximum 2 A4 sides.)
- 3 examples of previous evaluation reports

Deadline for applications: 5pm, Monday 3rd September 2018.

Interviews will be held in the weeks commencing 17th and 24th September 2018.