



Local Cultural Education Partnerships

CREATIVE CAREERS TOOLKIT

Funded by
Arts Connect



The purpose of this toolkit is to enable people to **plan, organise, deliver** and **evaluate** creative careers education activities and events.

This guide is an interactive PDF with links to a range of resources including:

CONTENTS

- Getting Started
- Planning Templates
- Session Plan
- Guidance When Working With Creative and Cultural Organisations
- Case Studies

Getting Started

- Funding Advice
- Sources of Advice about Working with Young People in Designing and Delivering Creative Careers Education

Planning Templates

- Project Plan Template
- Marketing Plan Template
- Evaluation Template

Session Plan

- A Creative Careers Education Session Plan With Resources: Including
- Information About Where to Access Creative Careers Education Resources and Links to Job Sites and Employers

Guidance

- Health and Safety
- Photography / Filming Consent

GETTING STARTED

Funding Advice

If you need to attract funding to enable your Creative Careers Education Programme to happen, then Arts Connect have produced this guide:

[Fundraising Resource Pack](#)

IVE, an organisation similar to Arts Connect in Yorkshire have also produced this guide:

[Free Online Course: Fundraising for Schools](#)

There is lots of excellent advice available for organisations that are educational institutions, charities and social enterprises. Here are a few:

[Grant Finder](#)

[School for Social Entrepreneurs](#)

[Grant for Schools](#)

[The Childrens Trust](#)

Involving Young People

If you want to actively engage with young people in the design and delivery of a Creative Careers Education Programme, then Arts Connect have produced a general resource about involving young people to ensure Youth Voice is informing your work. Download here:

[Youth Voice Evaluation Toolkit](#)

Upstart Projects also provide a lot of excellent advice, guidance and training about how to develop Youth Voice in your organisation.

[Upstart Projects](#)

Amplify is made for professionals working in the cultural, education & youth sectors. Each episode shares evidence from a range of contexts designed to inspire & give practical tools to support your work with amplifying children & young people's voice.

[Amplify](#)



PLANNING TEMPLATES

Here are three Templates that you may find helpful in organising, marketing and evaluating your Creative Careers Education Programme.

- [Project Plan Template](#) and [edit file](#)
- [Marketing Plan Template](#)
- [Evaluation Template](#) and [edit file](#)



Project Plan Template

The Project Plan Template is here to help plan your creative careers event. Set yourself goals, objectives, and a timeline, and what you need before, during and after the event, as well as the roles and responsibilities for each team member involved.



Marketing Plan Template

The Marketing Plan Template can be used to create infographics and support other media in the final layout and serve as a framework to support your marketing efforts.



Evaluation Template

The Evaluation Template is here to help document how the event went. It will help you compare your objectives and goals with the feedback you have received. It also gives you the opportunity to reflect on what improvements you would make.



SESSION PLAN

Creative Alliance has produced a presentation for educators to use whether they are careers advisors, teachers and tutors in schools or colleges or staff from cultural education teams in creative and cultural organisations.

The PowerPoint Presentation has links to additional resources.

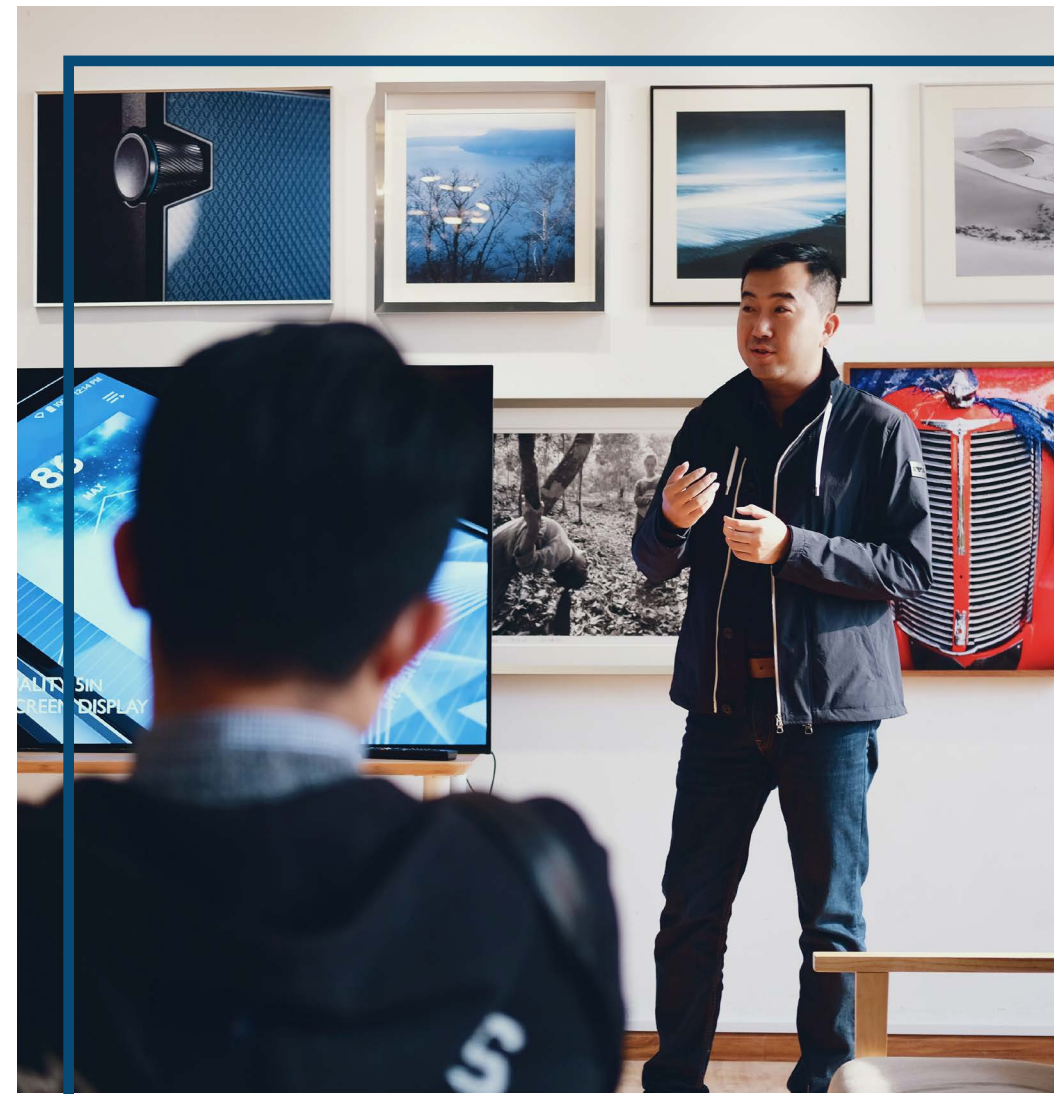


Working in the Creative Industries PowerPoint Presentation:

The organisations in the sector, the jobs people do and the routes people take into work. As well as how to effectively present yourself on paper, on-line and in person when applying for jobs.

This PowerPoint is editable so you can adapt it to your needs, but please remember that **Creative Alliance owns the Intellectual Property Rights** to these materials and this **must** be acknowledged with a link to our website when the contents are used by you.

To accompany this Session Plan, we have also produced an Interactive PDF, with links to 45 websites, that provides additional creative careers education resources, links to jobs boards and jobs boards of some employers. See Appendix 1 below.



GUIDANCE

Guidance When Working With Creative and Cultural Organisations

Health, safety, and consent are important factors when organising events. We have put together some examples of control measures and signature forms to comply with.



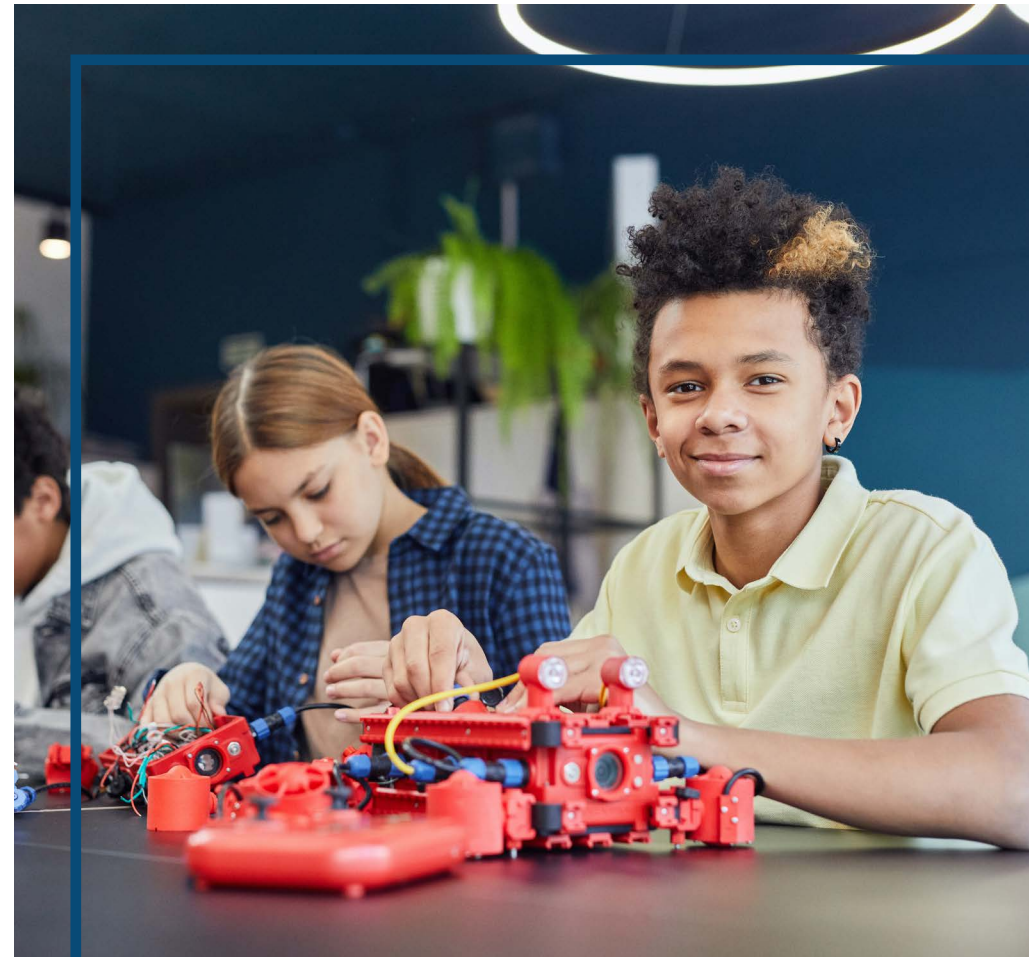
Health and Safety Policies:

It is important that the conditions are a suitable environment with measures in place to ensure the safety of you and others. You will find examples in this document.



Photography and Filming consent:

If you want to document the event through photography, video and interviews, you need to have consent forms in place for the attendees to sign before taking photos or videos. These are the forms we have in place.



CASE STUDIES



Craig Scott-Patrick

Meet Craig. Craig is the Audience Development Officer at the The New Vic Theatre. Learn about his background and experiences. Understand the role that he does and the impact it can make with the community. He also gives some advice to those looking to pursue creative careers.



Nicola Lillie

Meet Nicola. They are a contemporary jeweller and metal-based artist. Nicola talks about their creative education, learning about new crafts from school to university. They talk about being a creative person and what that means for them and the importance of not overlooking the creative industry as a viable career choice.



Skylar Mabry

Meet Skylar. Skylar is a creative and cultural producer with Parrabbola. They were born in Colorado, and moved to England later in life for university, Skylar explains the importance of community led projects to build connections. They talk about how the creative industry can give you those day-to-day skills for your career.



Emily Summers

Meet Emily. She is a director, writer, producer, actor and an overall funny lady. Emily grew up with a creative family and learned a lot from them at a young age. She talks about her company Bostin' Creative and the importance of hearing peoples' stories and sharing them in creative ways and finding inspiration on your own doorstep.

APPENDIX 1

Working in the Creative Industries

Please note, this is NOT a comprehensive list of all the careers education, job sites and employers in the creative industries. It is to be used as indicative guidance as to where teachers, tutors and careers advisors can signpost young people to.

General Careers Advice for Schools and Colleges

Every Local Authority area has a Careers Hub. Contact details can be found on the Careers and Enterprise website.

Careers and Enterprise

General Careers Advice for Those Aged 19+

National Careers Service

Creative Careers Education

Amplifi

Bafta

Creative Alliance

Creative Industries Council

Creative & Cultural Skills

Creative UK

Discover Creative Careers

ScreenSkills

Equality, Diversity and Inclusion Networks

These organisations support creative talent from diverse backgrounds, experiences and abilities to access learning, training and work opportunities.

For young people looking to get into the arts, culture and heritage sectors:

Arts Emergency

Access for people with disabilities to music and live events:

Attitude is Everything

Black Arts Forum

Black Music Coalition

British Art Collective supporting working class artists

Equality, Diversity and Inclusion Networks

Disability Creatives

Disability Arts

For women working in the music industry

The F - List

PRS: music

West Midlands Based networks

Create Central

Culture Central

DASH Arts

GirlGrind

Yard Art House

Where to Find Work

Range of Creative Roles

- [Behance](#)
- [Guardian Jobs](#)
- [Production Base](#)
- [Culture Central](#)

Arts

- [A-n](#)
- [Arts Council](#)
- [Arts Jobs Online](#)
- [Arts Professional](#)
- [New Art West Midlands](#)

Design

- [Design Jobs Board](#)
- [If You Could Jobs](#)
- [LinkedIn](#)

Games

- [Aardvark Swift Recruitment Agency](#)
- [Games Industry Jobs](#)
- [Into Games](#)

Film and TV

- [Crew Birmingham](#)
- [The Mandy Network](#)
- [The Oracle Forecast](#)
- [Stage 32](#)
- [The Talent Manager](#)
- [CreateCentral](#)

TV Employers

- [BBC](#)
- [Channel 4](#)
- [Channel 5](#)
- [Endemol Shine Group](#)
- [ITV](#)
- [Sky](#)
- [UK Top 100 Production Companies](#)

Radio Employers

- [Bauer Media Group](#)
- [Global](#)
- [Virgin Radio](#)

Writing

- [BBC Writers Room](#)
- [The Bookseller](#)
- [Journalism](#)

Film Employers

- [Disney](#)
- [Netflix](#)
- [Pinewood Group](#)
- [Warner Brothers](#)

Museums, Galleries, Libraries and Archives

- [CILIP: library jobs](#)
- [Museum jobs](#)
- [Museum Association](#)
- [Group for Education in Museums](#)
- [Engage](#)
- [English Heritage](#)
- [National Trust](#)
- [West Midlands Museum Development](#)
- [Heritage Fund](#)
- [University of Leicester – Museum Jobs Desk](#)
- [The National Archives jobs](#)
- [National Literacy Trust](#)
- [The Reading Agency](#)
- [BookTrust](#)

Networks

- [Facebook](#)

Music Industry

- [Arts and Media](#)
- [BIY: recruitment and consultancy agency](#)
- [Doors Open](#)
- [Handle](#)

Theatre and Live Events

- [ABTT](#)
- [The Mandy Network](#)
- [The Stage](#)
- [UK Theatre.org](#)
- [Theatre Crafts](#)

Theatre Employers

- [Ambassador Theatre Group](#)
- [The NEC](#)

Unions

Useful source of advice and guidance for people employed or working as a freelancer in a variety of creative industry sectors.

- [Artists Union](#)
- [Bectu](#)
- [Equity](#)
- [IWGB: games workers](#)
- [Prospects](#)
- [Musicians Union](#)

