



**AUT  GRAPH**

**Open Call for Events:  
Spirit of London**

**Information Pack**

# Hello!

Thank you for your interest in the Open Call for Events at Autograph. In this pack, you'll find information about: who we are and what Autograph does, the opportunity, what we're looking for in a proposal and how to contact us with any questions.

## Here's some helpful links

- [Autograph's website](#)
- [Webpage for the opportunity, including links to the application forms in Word format](#)

Autograph strives to be an inclusive place where we can all be ourselves. We particularly encourage responses to this opportunity from underrepresented applicants.

Have any questions about the application process, or need this application pack in a format that's more accessible for you? We're here to help, get in touch at [learning@autograph-abp.co.uk](mailto:learning@autograph-abp.co.uk)

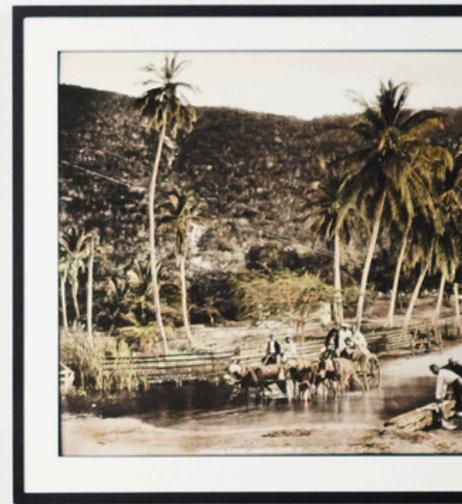
## What's in this information pack

At a glance  
About the Open Call  
The brief  
Autograph's values and mission  
Opportunity description and person specification  
How to apply

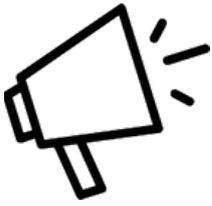
**The deadline to apply is 10am (GMT) on Monday 6 January 2025**

# INGRID POLLARD **THE VALENTINE DAYS, 1891/2017**

NEW ARTIST COMMISSION

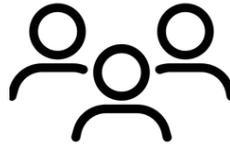


## At a Glance



### WHAT

The Open Call for events is a paid professional development opportunity



### WHO

This Open Call is for emerging cultural producers



### DEADLINE

Monday 6 January 2025 at 10am (GMT)



### WHY APPLY

You'll receive guidance and support from Autograph's experienced events and marketing teams to create an event at our gallery in East London for up to 30 people



### FEE

The successful applicant will receive a £400 programming fee and £600 event budget

## Eligibility to apply



Less than three years experience working in the arts



Can commit 15 hours of working time between January and March 2025



Interested and curious about issued arts and cultural activity

## What is the Open Call for Events?

Autograph's Open Call for Events offers emerging creatives a paid opportunity to stage an event at our gallery. Having launched in 2018 the programme provides a space and resources to develop an idea into a live event.

We welcome proposals that enter a spirit of exchange and learning together. We're interested to hear your ideas that bring new perspectives and voices to our programme.

In return, Autograph's experienced staff will work with you to:

- Develop the event concept.
- Produce and deliver the event.
- Access Autograph's building and resources.
- Write engaging event copy to be shared on our website and social media channels.
- Market your event successfully to Autograph's audiences and the wider public.

## Brief

We are looking for an emerging creative with less than 3 years experience working in the arts to create an in-person event at Autograph's gallery in Hackney, London in March 2025. The event should not exceed more than 3 hours.

The event will take place as part of the public programme for Autograph's current exhibition, *Abi Morocco Photos: Spirit of Lagos*. The vibrant exhibition explores themes of community, celebration and cultural preservation. The event should explore these themes in relation to communities in London. Find out more about the exhibition here: [autograph.org.uk/spirit-of-lagos](https://autograph.org.uk/spirit-of-lagos)

Event proposals could focus on, for example, a theme within the exhibition or the artists featured. They could also connect with Autograph's mission; to highlight issues of race, representation, rights and social justice. The format of the event might be a workshop, book launch, talk, panel discussion or lecture. We also invite proposals that feature dynamic events with varied formats.

The event can appeal to a range of audiences but must be scalable for Autograph's event space which can comfortably host a maximum of 30 people. The event should be engaging and appropriate for the intended audience.

If you have any questions about the brief, don't hesitate to get in touch with Harriet at [learning@autograph-abp.co.uk](mailto:learning@autograph-abp.co.uk)



## Opportunity Description

This is a paid opportunity, with a focus on professional development. The successful applicant will work with Autograph to develop their knowledge of how a public programme is produced. They will be supported by the events and marketing team and receive support in budgeting, copywriting and logistics of programming an event. Autograph staff will provide administrative support, guidance and advice on best practise for events programming, meetings with events and marketing teams and provide constructive feedback about the event.

The successful proposal will receive a £400 programming fee for the planning and delivery of the event. Rates of pay for this opportunity coincide with the [Artists Union England](#) rates for a 'new graduate artist' in 2024.

The fee can be broken down in to 15 hours of work outlined below:

5 hours	Meetings with Autograph staff
5 hours	Administrative time
5 hours	On the day event delivery

The successful applicant will receive £600 to cover the event costs. Autograph will provide funds outside of the event budget to support access.

Example budget:

Speaker 1	£156
Speaker 2	£156
Travel expenses	£100
Materials	£100
Contingency	£88
<b>TOTAL</b>	<b>£600</b>

## ***What do we do?***

Established in 1988, Autograph's mission is to share the work of artists who use photography and film to highlight questions of race, representation, human rights and social justice. Through doing so, we invite people to explore the creative and critical power of visual representation, in shaping our understanding of ourselves and of others. We achieve this by:

- Commissioning artists and writers; making and sharing exhibitions and publications both in the UK and internationally.
- Sharing our unique photography collection which is used for research, learning, participation, and lending purposes.
- Supporting professional development of artists through providing advice, information, mentoring and selective hosting of projects.
- Producing talks, events and workshops through which people can listen, learn engage in debate and take part in creative making.

At Autograph we are very committed to welcoming, understanding and serving our audiences. Currently we are seeking to appeal particularly to young people, first time visitors, people with disabilities and visitors who haven't felt that a place like Autograph is for them.

## ***Our Values***

To foster informed enquiry and personal creative development, promote respect for and appreciation of difference, encourage empathy and reciprocity in our partnerships and interactions and act ethically towards people and the environment. These values inform our professional practice, activities and how we work both internally and externally.

## ***Autograph Staff***

Autograph is a charity run by a small, dedicated team. If your application is successful, your main point of contact will be Harriet, who is Autograph's Events and Marketing Coordinator.

## *Person Specification*

- Interested and curious about issue-led arts and cultural activity.
- Commitment to including everybody and accessibility.
- Willingness to develop and improve copywriting skills.
- Resourceful and flexible thinker who is realistic about problem solving.
- Committed to equality and diversity.
- Creative and pragmatic in action.
- Less than three years experience working in the arts.

## *Application Timeline*

Friday 15 November	Applications open
Monday 6 January 2025	Applications close at 10am
Friday 10 January 2025	Shortlisted applicants are notified
Tuesday 14 January 2025	Shortlist calls take place
Friday 17 January 2025	Successful applicant notified

## Example Event Planning & Delivery Timeline

	Date	Activity	Duration
	w/c Monday 20 January	Planning meeting with Autograph staff	1 hour
<b>8 weeks before event</b>	w/c Monday 27 January	Planning meeting with Autograph staff	1 hour
<b>7 weeks before event</b>	w/c Monday 3 February	Event copy finalised	
<b>7 weeks before event</b>	w/c Monday 3 February	Planning meeting with Autograph staff	1 hour
<b>6 weeks before event</b>	w/c Monday 10 February	Event goes live on Autographs website.	
<b>4 weeks before event</b>	W/c Monday 17 February	Planning meeting with Autograph staff	30 minutes
<b>2 weeks before event</b>	w/c Monday 3 March	Planning meeting with Autograph staff	30 minutes
<b>Week of event</b>	W/c Monday 10 March or 17 March	Event takes place	5 hours including set up and pack down
<b>1 week post event</b>	w/c Monday 24 March	Optional feedback and reflective session with Autograph staff	1 hour

## *How to Apply*

Please read all the information provided in this pack before submitting your application. It contains important information about fees and the time we anticipate the successful applicant to commit to the opportunity.

**[Download the application form here](#)**

**Email the completed application form to Harriet at [learning@autograph-abp.co.uk](mailto:learning@autograph-abp.co.uk) by 10am (GMT) on Monday 6 January 2025. The subject line for the email should be 'Open Call for Events'.**

We regret that applications received after the deadline will not be considered. You must use our application form to apply for this opportunity - please do not send a CV as we won't be able to consider it.

Shortlisted applicants will be invited to discuss their proposal via a video call, held on Tuesday 14 January 2025. We are sorry but we cannot provide feedback to candidates who are not shortlisted for interview.



# Frequently Asked Questions

## Can I apply to put on an exhibition of works at Autograph?

No, this is not an exhibition opportunity.

## Who can apply to the open call?

This opportunity is intended to support emerging cultural practitioners. Applicants can be of any age. We understand 'emerging' to cover people with less than 3 years of experience working in the arts or events programming, which includes those who have not developed an event of any kind before. The selection process will prioritise emerging practitioners.

## Do I need to be based in London to apply?

Yes. Due to budget and capacity, we are hosting a one day, in-person event taking place at Autograph's building in Hackney, London. We will cover travel costs associated with travel within London.

## Can I propose an event to take place on a specific date?

Yes, however please bear in mind that Autograph runs a busy programme of activity so a specific date can't always be guaranteed.

## What would the budget cover?

Autograph will commit a budget of up to £600 to cover AV, materials, and contributor fees. Your proposed event or activity therefore needs to be of a suitable scale to fit this budget. Autograph's programming team will provide successful applicants with support around developing their event in line with the budget. As a guideline, Autograph offers contributors a fee of £156 for short events (up to 3.5 hours). In addition to the budget, Autograph are also offering successful applicants a £400 curatorial fee. Autograph will provide funds outside of the curatorial fee and event costs to support any access needs.

## Have any other questions? You can get in touch with us at [learning@autograph-abp.co.uk](mailto:learning@autograph-abp.co.uk)

Images in this pack:

1+5) *Lina Iris Viktor: Some Are Born To Endless Night* — *Dark Matter* exhibition opening night. Curated by Renée Mussai. Photograph by Zoë Maxwell. 2) Artist talk at Autograph with Ingrid Pollard. 3) Abi Morocco Photos, *Aina Street, Shogunle, Lagos* [detail], c. 1970s. Courtesy Lagos Studio Archives. 4) Event at Autograph, London.

