

# Nottingham Contemporary Staff Sessions

## Frequently Asked Questions

### 1. Who are these sessions for?

We welcome hearing from artists and curators aged 18+ at any level of experience. Early-career artists based in the Nottinghamshire region will be prioritised, but we welcome interest from any UK-based practitioners should sessions remain available.

### 2. What happens in the sessions?

The sessions are designed to be up to 30 minute informal conversations which you can use to discuss anything related to your practice. Examples of topics could be feedback on new work or ideas, advice on funding applications, production and display, working with institutions, artist statements, and more. We ask that you come prepared with a topic you would like to discuss and refer to the staff bios when selecting which member of the team you would like to speak to. Please bring any material or work for discussion with you to the session and send us any work to be discussed a week in advance to allow staff time to review. You can do this by sending a portfolio via WeTransfer or images/links to [philippadouglas@nottinghamcontemporary.org](mailto:philippadouglas@nottinghamcontemporary.org)

### 3. How are sessions allocated?

Sessions are allocated on a first come, first served basis. We offer 1 session per artist every 3 months, and no more than 3 sessions per year.

### 4. How do I book a session?

The sessions can be booked through our Eventbrite page here. If there is something which can help to make booking more accessible for you, or you need to book in another way, please let us know by emailing [philippadouglas@nottinghamcontemporary.org](mailto:philippadouglas@nottinghamcontemporary.org)

### 5. Sessions are fully booked, can I reserve a place for the next month?

Sessions are booked on a first come, first served basis and we cannot pre-book or reserve any slots in advance. There will be a waiting list each month should a session become available, however we cannot guarantee which member of staff this will be with or the session's date and time.

**6. Can I attend a session with a group or collaborator?**

Yes, you are welcome to share your session. Please let us know that you are planning to attend as a group or with another person when booking your slot. The person who makes the booking is responsible for ensuring other attendees have the meeting link and details.

**7. Will I receive any contact after my session?**

Discussion around your chosen topic will be limited to the session, but you are welcome to keep us up to date about your practice afterwards.

**8. I have access needs**

Please let us know a month in advance if you require a BSL interpreter. We can provide automatic captioning during the session. If you have any other access needs please contact [philippadouglas@nottinghamcontemporary.org](mailto:philippadouglas@nottinghamcontemporary.org) to discuss these.

**9. I can no longer make my slot**

If you can no longer attend your session, please let us know by emailing [philippadouglas@nottinghamcontemporary.org](mailto:philippadouglas@nottinghamcontemporary.org) cancelling your Eventbrite booking as soon as possible.

**10. Is there anything I cannot use my session for?**

The sessions are not intended to be used as pitching sessions to Nottingham Contemporary, legal advice, counselling, or requesting financial support. By attending these sessions, you agree to abide by our Online Safety Guidelines.

We reserve the right to cancel or end any session at any time if conversation ceases to be constructive or safe.

**11. Are the sessions confidential?**

Staff may wish to share or discuss work with other members of the team or their wider network, and we will always ask permission to do so. We will be discrete about any works in progress, or work undertaken with other institutions. Please ask permission from the

**member of staff you are speaking to before recording sessions. All recordings are for personal use only and should not be shared.**

**If a safeguarding concern is raised during your session, it is our duty of care to share our concerns. Please be mindful to limit what personal information you share and keep focussed on your work or practice.**