



# Statement of Practice on Artists' Pay

## About this Document

This is a supporting document to *Paying the Artist: An Arts Council Policy on the fair and equitable remuneration and contracting of artists*.

### What is a statement of practice?

Our Statement of Practice on Artists' Pay describes what and how we pay artists (and other freelance arts professionals) in a range of different situations. It is informed by the 'good practice principles' set out in our *Paying the Artist* policy.

### Why do we have a statement of practice?

We publish this information for the purposes of openness and transparency. Our *Paying the Artist* policy encourages others to 'say what you pay'. It is important for us to lead by example. The information published here may be useful to others as a reference point.

### What does it cover?

For some engagements we have standard rates of pay, and these are set out below. There are other types of non-standard engagements where fees might be agreed on a case-by-case basis depending on a number of variables. We describe below the types of things we consider when seeking to determine an appropriate fee in these non-standard situations.

The below list summarizes the range and nature of engagements covered, with details provided in the tables that follow:

- Arts Council programmes
    - Creative Schools
    - Laureate events
    - Arts Council Collection
  - Peer panels
  - Consultations
  - Creating / performing / presenting
    - For promotional events, initiatives or campaigns
    - For conferences, seminars, symposia or funding clinics
  - Copyright Licensing
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## Arts Council Programmes

Creative Schools	
<p><b>Creative associates</b></p> <p>The Arts Council engages artists and other arts professionals to work as 'Creative Associates' on its Creative Schools programme. Participating schools are awarded up to 9 days with their Creative Associate per year. A Creative Associate may work in one school or across several schools.</p>	<p>Both Creative Associates and Regional Coordinators are appointed through an open procurement process with terms and required services set out at application stage. They are engaged as self-employed contractors on a contract for services basis. Attendance at training and induction is paid at the same rate.</p> <p>Fixed fees exclusive of VAT and inclusive of travel and expenses are paid at:</p> <ul style="list-style-type: none"><li>• Creative Associates - €325 per day</li><li>• Regional Coordinators - €350 per day (€375 for new panel from July 2024)</li></ul> <p>For Creative Associates, the rate applies to contact time with schools (meetings and activities), desk work and meetings with arts/cultural organisations on behalf of schools and accompanying schools to meetings/visits.</p>
<p><b>Regional Coordinators</b></p> <p>The Arts Council contracts 'Regional Coordinators' to support the work of Creative Associates at local and regional level. Regional Coordinator services are contracted for up to 70 days per calendar year in each region. This covers liaison and support to approximately twenty Creative Associates and their assigned schools across each region.</p>	
Laureate events	
<p><b>Art of Reading events</b></p> <p>The Arts Council engages authors chosen by the Laureate for Irish Fiction to speak at library book club events. Events are run monthly either in person or online.</p>	<p>Authors are paid a fee of €400 for the event plus travel and accommodation expenses. The event is recorded and shared on the Arts Council's YouTube and podcast channels. Where recordings are shared with RTÉ Culture, writers are paid an additional €200.</p>
The Arts Council Collection	
<p>The Arts Council maintains a collection of contemporary art and regularly makes new purchases. Acquisitions for the collection are governed by the <a href="#">Arts Council Collection Policy</a>.</p>	<p><b>Acquisitions:</b></p> <p>The formal purchasing of work is typically made through direct contact and conversation with the artist. Where an artist has gallery representation, acquisitions are managed through that relationship.</p> <p><b>Pricing:</b></p> <p>We encourage artists to fully reflect the time and value that they place on works being put forward for consideration. Artists are encouraged to refer to relevant resources and consult with peer practitioners or other arts professionals for assistance with pricing.</p>

	<p><b>Rights of reproduction:</b> The purchase agreement allows for the reproduction of images of work for use in official Arts Council materials including for publicity and educational purposes when the works are on loan.</p> <p><b>Conservation &amp; developing updated specifications:</b> We occasionally engage artists to provide in-depth guidance on specific care, display, and conservation issues relating to their work. This work is paid at a daily rate commensurate with Peer Panel fees (see below).</p>
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## Peer panels

Peer panels	
<p>The Arts Council uses peer panels in the decision-making process for some funding programmes and for acquisitions to the Arts Council collection.</p> <p>Peer panels are comprised of artists and other arts professionals. The Arts Council uses peer panels to allow for a diversity of expert views to inform the decision-making process, to assist in maintaining standards of quality and ensuring transparency.</p> <p>Panelists use their expertise and knowledge to assess, score and make decisions in line with published criteria and in the context of available funds.</p> <p>Panelists review materials in advance and then meet to discuss applications and make decisions.</p>	<p>The <a href="#">panel appointment process</a> is described on the Arts Council's website.</p> <p>A standard fee of €200 is paid for each day spent in preparation for a panel meeting.</p> <p>For attendance at a panel meeting the Arts Council pays a different rate depending on whether the panelist is either employed in a full-time salaried position or if they are unwaged, self-employed, freelance or part-time employed.</p> <ul style="list-style-type: none"> <li>• For those employed in full-time salaried positions the rate for attendance at a panel meeting is €200 per full day, or half day equivalent.</li> <li>• For those not in full-time salaried positions the rate is €450 per full day, or half day equivalent.</li> </ul> <p>Panels are generally held online. Where this is not the case then receipted travel and other relevant out-of-pocket expenses can be claimed (e.g. petrol/diesel/tolls etc.)</p>

## Consultations

Consultations - Including focus groups, user testing and research participation	
<p>The Arts Council regularly invites artists and other arts professionals to contribute to consultation processes or focus groups. These usually take place in the context of either a review or evaluation of existing policies or programmes or the development of new policies and programmes.</p> <p>The Arts Council often invites artists and others to participate in 'user testing' when it is developing new IT systems and processes.</p> <p>On some occasions where the Arts Council is seeking to secure the engagement of particularly hard to reach communities in a research project or where participation may be especially burdensome it may offer payment or other incentive for participation in a research project.</p>	<p><b>Consultations and focus groups:</b> In cases where we specifically issue a direct invitation to an artist or other freelance professional to contribute to a consultation process or focus group, we pay €450 per full day, or half day equivalent. Receipted travel and other relevant out-of-pocket expenses can be claimed</p> <p><b>Note:</b> Anyone invited to participate in a consultation process specifically in their remit/capacity as a paid employee or as a board member of a stakeholder organisation would <u>not</u> be offered payment – but would be eligible to claim expenses.</p> <p><b>User testing:</b> User testing conducted by or on behalf of the Arts Council is paid at an hourly rate of €50 plus expenses where relevant.</p> <p><b>Research participation:</b> Determined on a project-by-project basis.</p>

## Creating / performing / presenting

For promotional events, initiatives or campaigns	
<p>The Arts Council occasionally invites artists to present or showcase work at programme or policy initiatives or as part of other promotional activities or campaigns.</p> <p>This may entail the artist/s writing or creating content and/or performing, presenting, reading or exhibiting their work, but may also extend to speaking to press, stakeholders or audiences.</p> <p>This may involve the artist engaging at a live event and/or being filmed or recorded for online distribution.</p>	<p>There is no standard 'rate' as the potential diversity of such engagements means it is not feasible to detail all eventualities here, however, we would seek to consider the following:</p> <ul style="list-style-type: none"> <li>• That the full scope of what the artist is expected to deliver is set out in advance and accounted for in the agreed terms and that it differentiates between fees and expenses and takes account of any preparatory work, press or publicity engagements and whether the ask involves the artist preparing or presenting new work.</li> <li>• That artists are asked to quote their rate and that payments made are at or above any relevant rates recommended by representative organisations.</li> </ul>

	<ul style="list-style-type: none"> <li>• That arrangements are agreed in writing in advance.</li> </ul>
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<b>For conferences, seminars, symposia or funding clinics</b>	
<p>The Arts Council organises conferences, seminars, symposia and events such as funding or information clinics.</p> <p>In programming these events we often ask artists or arts professionals to speak about their work or area of expertise, present research or share their perspective or experience on a topic.</p> <p>The nature and range of potential engagements is too broad to fully document.</p>	<p>Rates may vary depending on what is being asked of the participants. The following is a rough guide only:</p> <ul style="list-style-type: none"> <li>• For participating in a panel discussion session or delivering a short presentation - €250 - €350. This will vary depending on the length of the session and the number of speakers.</li> <li>• For chairing a panel session - €350 - €450.</li> <li>• For preparing and delivering a full presentation €450 - €750.</li> <li>• Fees paid to a Keynote speaker would be higher and would depend on several other variables.</li> </ul> <p>For any of the above, where significant prep time is involved, this may be paid separately and additionally.</p> <p>Receipted travel and other relevant expenses would also be covered.</p>

## Copyright Licensing

<b>Copyright Licensing</b>	
<p>There may be occasions where the Arts Council needs to seek a license to use copyrighted material.</p> <p>This may arise in relation to image reproduction or use of music in a promotional video or where a recorded event or performance is maintained online.</p>	<p>Where relevant copyright licensing agencies/ rights organisations exist and can represent the artist we will work with those to arrange the appropriate license and terms. Specifically:</p> <ul style="list-style-type: none"> <li>• Music licensing – IMRO</li> <li>• Image reproduction - IVARO</li> </ul> <p>Where the arts area or artist is not represented, we will make arrangements on a case-by-case basis in negotiation with the artist and taking into account any documented standard rates available from licensing agencies.</p>

## Additional clarifications

### What is not covered?

The Arts Council does not pay fees to artists or other arts professionals for the following:

- Making applications for funding
- Attending open access conference or seminar run by the Arts Council
- Completing a one-off online or openly distributed survey (unless otherwise arranged)
- Submitting images to the image bank
- Participation in a consultation process where the individual is specifically attending in their remit/capacity as a paid employee or as a board member of a stakeholder organisation.

### Claiming Payments

The Arts Council will inform prospective recipients how requests for payment should be submitted. Fees and expenses for panels or consultations are normally processed through a claim form issued by the Arts Council.

### Expenses

The Arts Council will reimburse expenses for engagements listed above. Claims need to be submitted with a completed claim form and with receipts attached. We cannot pay mileage but can reimburse public transport tickets as well as tolls, parking and fuel expenses upon presentation of receipts. Any significant or out of the ordinary costs such as overnight stays should be approved by the Arts Council in advance.

### Access costs

The Arts Council will cover any access costs incurred by artists with specific access needs during their engagement with us.

### Tax

All fees paid out by the Arts Council should be considered taxable income. We may ask for a tax clearance certificate. It is the responsibility of recipients to manage their own tax affairs. The Arts Council does not offer tax advice. Some purchases of original and creative artistic works may qualify for the Artists' Exemption under the guidelines set out by Revenue.

### Procurement

As a public sector body, the Arts Council abides by public procurement rules.

### Prompt payments

The Arts Council complies with prompt payment legislation and reports on its performance via the publications section of its web site.

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