



DRAFT

**Helium Arts Policy on Artists Pay and Conditions
2022**

Document Creation and Review History			
Date:	Reviewed by:	Documented amended:	Next day for review
February 2022		First Created by Helene Hugel	January 2023
February 24th	Governance Working Group		
April 25th 2022	Board approved		

As Ireland’s national children’s arts and health organisation and strategically funded by the Arts Council, Helium Arts has a responsibility to not only produce work of the highest quality but also to respect, acknowledge and nurture the human, artistic talent that contributes to the making of great work.

We aspire to be a leader and uphold the best-practice principles set out in the Arts Council’s policy on the fair and equitable remuneration and contracting of artists, [Paying the Artist](#) :

- Ensuring that a policy and approach agreed by board and management dealing with all aspects of engagement with artists is in place and available to artists and published on the organisation’s website.
- Being open, transparent and upfront in communications with artists to ensure clarity from both perspectives on the ask and the offer.
- Complying with rates, terms, practices and standards recommended by representative and resource organisations, and utilising available toolkits and resources to support the contracting process.
- Ensuring all engagements are covered by a contract [and agreed project outline and schedule of work](#)
- Ensuring that remuneration and contracts reflect the full scope of what an artist is expected and required to deliver.
- Ensuring that artists and/or their representatives have a voice in negotiating terms and conditions.
- Being clear about the nature and status of an engagement—i.e. whether the contract is an employment contract or a contract for services—as well as any associated tax, social-security benefits/obligations arising (e.g. Artists need to self assess for tax purposes, holiday pay, PRSI, etc.)
- Ensuring that payments reflect and/or differentiate between fees and expenses, including per diems or other relevant payments.
- Being clear and upfront about how and when payments will be made;
- Ensuring that artists’ fees are [clearly allocated and designated](#) within project budgets through strong operational control so as to ensure they are protected against budget overruns in other areas [and risk of cancellation is mitigated pro-rata.](#)
- Ensuring that artists copyright is respected, both in terms of moral and economic rights
- Supporting artists to share in the economic life of what they create by ensuring that any contractual arrangements for artists to benefit from the future exploitation of their work are appropriate and proportional and reflect the value of what the artist has created.

We achieve the above by:

Employed Artists

The standards of **employment for those artists who are employees** are underpinned by a legal Fixed Term Contract and Helium Arts’ Employee Handbook. This sets out standards in regards to terms and conditions of employment. Those artists who are employees receive a contract of employment, along with a copy of the staff handbook and related policies. We are committed to the wellbeing of all

employees. Our commitment is informed by our upcoming Equality, Diversity and Inclusion Policy and ensuring we are an equal opportunities employer.

Freelance Associate Artists (not employed)

The standards **for those artists who are working freelance** are underpinned by a contract for service agreement, a contractors guide, and our [Associate Artists Handbook](#) which demonstrates our rates of pay as per below as well as conditions around planning, delivering, paid training, per diems, and travel expenses. All Associate Artists are members of our Associate Artist Panel and receive a contract for service for a minimum of two years which is renegotiable after this period of time. Helium Arts commits to a minimum of four paid professional development days for the associate artists a year. Please see our Associate Artist Handbook.

Volunteers

Helium Arts does not recruit artists for volunteer roles. Helium Arts volunteer programme recruits volunteers to provide additional support to the child during arts workshops which are facilitated by the artist. Our volunteer programme is governed by our Volunteer Policy and Volunteer Handbook which ensures volunteers are respected, properly trained and not asked to take on responsibilities beyond their experience.