
Overview

This Standard is about obtaining materials, items equipment or services for arts projects or live events. They could be in the community arts or commercial sectors and could include programmes of activity, exhibitions and festivals.

Materials, items, equipment and services may be required for projects or events and may include promotional items from sponsors. Supplies may be purchased, hired, loaned or donated. Your organisation will already have a list of suppliers; you will be required to contact them to match the availability of equipment, items, materials or services with the needs of the organisation. Whilst it will be helpful for you to be aware of the budget allocation for equipment, items and materials, you will not be responsible for this budget nor making final decisions on suppliers. You will require excellent communication skills to communicate your needs clearly and accurately.

This Standard is for anyone who obtains materials items, equipment or services for arts projects or live events.

Performance criteria

You must be able to:

1. obtain detailed information on the supplies required and the budget available from relevant people
2. make sure supplies will comply with fire regulations and other relevant safety issues
3. identify suppliers who can provide supplies within cost, quality, quantity, type, size and delivery schedule requirements
4. present recommendations on suppliers to appropriate people in the organisation
5. place orders for supplies in line with instructions from appropriate people
6. agree with suppliers terms and conditions for supplying and returning materials, items and equipment that are acceptable to your organisation
7. issue contracts to secure supplies
8. keep accurate records of orders, supplies and costs in line with organisational processes
9. check with appropriate people that your organisation has all relevant licences, permissions and facilities for purchasing, transporting, storing and using hazardous items
10. monitor the quality of supplies against agreed terms and conditions, resolving any problems as they arise
11. refer problems that you are unable to resolve to appropriate people

Knowledge and understanding

You need to know and understand:

1. how much money has been allocated to obtaining supplies
2. who to speak to, to obtain a comprehensive and detailed list of the supplies required
3. information related to fire regulations and other safety issues
4. how to identify suppliers who are able to supply the selected items
the format in which to present details on suppliers including the reasons for your recommendations
5. terms and conditions for supplying services, materials, items and equipment, including, when relevant, the date and condition of return, that are acceptable to your organisation
6. how donors of borrowed or loaned items can be credited including any text used in the programme
7. where to obtain information about gifting and promotional items from sponsors
8. the information that must be kept about supplies
9. the criteria to take into account when evaluating suppliers and hirers including the required quality; quantity; type; cost; delivery schedule; and health and safety regulations applicable
10. how to communicate with suppliers
11. problems that may arise with availability, quantity or quality and ways to resolve them
12. who to notify when you are unable to reach a satisfactory agreement

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Obtain materials, equipment, items and services for arts projects and live events



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Relevant Occupations Artist; Arts Administrator; Arts Development Worker; Arts Leader; Arts, Media and Publishing; Community Arts Administrator; Community Arts Manager; Live Events Administrator; Live Events Coordinator

Suite Delivery of Arts Projects and Live Events

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