

OPEN DOORS

Community Arts Provider Brief: Children's and Families Arts Activities - 2026

Introduction and Background

Open Doors is an arts programme delivering free, creative activities across Newark and Sherwood.

Our projects encourage people of all ages and abilities to have fun, connect with their community, and experience something new. Our programme includes visual arts, creative writing, music, heritage, creative play, and performing arts for everyone to enjoy and take part in.

Funded by Arts Council England and delivered by Newark and Sherwood District Council, you'll find our team running activities in museums, libraries, schools, theatres, and other venues across the district.

We inspire children, families, young people, D/deaf and disabled people, and underserved communities, allowing everyone in Newark and Sherwood to experience the joy and benefits of arts and culture.

Children's and Families Arts Activities, 2026

As part of the 2026-2027 Open Doors arts activity programme, we are looking for an expert community arts provider to deliver two family arts activities, with a contract starting in May 2026 until early November 2026.

The first activity is a day-long free summer family arts festival at an outdoor park location in the district of Newark and Sherwood. This will occur between 25th July and 31st August 2026.

The second activity is a two-day programme during October half term offering free theatre performance and linked workshops for children and families village halls and community centres in Newark and Sherwood. This will occur between 17th October and 1st November 2026. This project will be based on similar successful activities delivered in October half-term 2025.

Both activities will be located in the north or west of the district, in places with low cultural engagement. They will provide free, arts and play family-learning activities for people living in places where there are fewer arts opportunities and less chances of travel.

If you are an experienced community arts provider in our region, and deliver accessible, inclusive, environmentally responsive arts activities for children and families, we want to hear from you.

Project description

We wish to appoint a local expert community arts provider to devise, plan, market, staff and facilitate both projects, in part, based on successful activities delivered in 2025.



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We will provide suggested locations and contacts, and our marketing teams will work together to agree a marketing plan.

A crucial part of the advertising will be in devising a targeted and stealthy marketing strategy for both projects to maximise attendance by children and families living in deprived areas.

Scope of the work

The community arts provider will:

- Secure locations and liaise with site staff
- Book acts and freelancers to perform and / or plan and deliver participatory activities
- Devise marketing campaigns to ensure priority promotion to target participants
- Work with our Marketing and Design Assistant to co-produce marketing materials, applying the Open Doors brand guidelines
- Ensure BSL is provided at the October half term project
- Handle event bookings and ticketing
- Manage the production of both projects, including risk assessing all activities
- Collect and share participant data, and arrange for a photographer at both projects

Embedded throughout, will be the expectation to operate in inclusive, accessible and environmentally friendly ways.

Outputs

The community arts provider will deliver:

- 1 x day-long family arts festival attracting 300+ participants (children and adults)
- 2 x days of performances and workshops (2 x performances and workshops per day), totalling 4 x performances and 4 x workshops, attracting 200 participants in total (children and families)

Timeline

Planning for both projects will start in April 2026, focussing firstly on the summer family arts festival.

Budget

The total budget available for both projects on £20,000.00. This will cover all management, production and delivery costs.

Eligibility

To be eligible, the community arts provider must be a registered UK business. We are particularly keen to work with organisations in our region. Your delivery team will be Safeguarding trained and DBS checked, and your procedures will ensure that performers and freelancers are suitable for work with children and families.

Expressions of Interest and Quotations



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Please send a short Expression of interest outlining:

- Why you are interested in working with us
- How you would deliver this work – your approach and methods
- What makes you suitable – reference similar activities for similar demographics

Closing date

Please send your Expression of Interest and quotation for this work to:

katy.culbard@newark-sherwooddc.gov.uk

The closing date is **12pm Thursday 30th April 2026**.

Assessment Criteria

We will evaluate Expressions of Interest, looking closely at your relevant experience of children's and families arts activities in community settings, the value for money you can offer, and how you demonstrate social impact, and your commitment to increasing inclusivity and reducing environmental impact.

Contracting

Once selected, the Community arts provider will be offered a contract drawn up by Newark and Sherwood District Council to include:

- Payment schedule
- Reporting requirements
- Safeguarding expectations
- Data sharing agreement

If you would like this document in a different format, please email:
opendoors@newark-sherwooddc.gov.uk