

Dundee Contemporary Arts

# Guidance for Freelancers



**DCA**

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# Welcome!

DCA welcomes freelancers to support and enhance the quality of our services. This guidance is in addition to the [Creative Scotland Illustrated Guide for Freelancers](#) to offer support to freelancers and our teams that recruit them, to ensure that everyone has advice and support they need.

## About DCA

Dundee Contemporary Arts (DCA) is an internationally renowned centre for contemporary art and registered charity that enables audiences, artists and participants to see, experience and create. With two beautiful large-scale gallery spaces, two thriving cinema screens, a busy print studio, an award-winning learning programme, and a packed programme of events, workshops, classes and activities aimed at all ages and abilities, DCA is a vibrant cultural hub open to all, located in the heart of the city.

DCA is a charity that relies on support from a range of sources to keep enriching people's lives through art, culture and creativity. DCA is grateful to receive core funding from Creative Scotland and Dundee City Council, and further generous support from trusts, foundations, corporate partners, Members, Friends and Patrons, together with donations from visitors online and in our building.

## Our Vision

DCA's vision is to enrich people's lives through art, culture and creativity.

## Our Values

**Bold:** unafraid to take risk, proud of who and what we are

**Open:** welcoming, accessible, connected, civic

**Meaningful:** high quality, purposeful, stimulating, caring

**Magical:** belief in creating moments of joy, inspiration and transformation

**Caring:** understanding, appreciative, communicating effectively





## Introduction to DCA - what to expect:

You will have a DCA member of staff that will be your main contact. They will ensure that you have:

- **Contract**

We will provide you with a contract for your service that will detail your role with us. This is a standard contract and will include rates of pay, start and end date for your service. You will be asked to provide evidence of Insurance and a PVG where needed. If a freelancer has worked for DCA before, there is a Letter of Engagement to agree the dates and areas of work to be completed with payment details.

- **Accessibility Needs**

We will, as far as reasonably practicable, accommodate your needs to come and work with us. All disclosures will be treated in the strictest confidence. We want you to feel comfortable and supported when working with us.

- **Monitoring**

All Freelancers are asked to complete an equalities monitoring form when working with us. We want to ensure that we are an inclusive organisation and reporting our diversity statistics to Creative Scotland, one of our core funders, will help us do that. All information submitted is totally confidential: monitoring forms will only be accessed by the People Manager and will be anonymised and collated before sharing with funders. If you have any concerns about confidentiality, please contact the People Manager ([faith.mcdonald@dca.org.uk](mailto:faith.mcdonald@dca.org.uk)).

- **Induction**

We want you to feel welcomed to DCA and understand how we do things. We will prepare a short induction for you that will include a tour of your work areas and introduction to colleagues. There are a number of policies that we will need to make you aware of: Child and Protected Adult Protection Policy; Dignity at Work; Equality, Diversity and Inclusion Policy; Environmental Responsibility Policy. We will also carry out a health and safety induction.

- **Work Activities**

You will be given a plan of the work activities that you have been contracted to do including timeframes. These activities will be fully explained, and realistic objectives will be discussed and agreed. You will agree outcomes and measures of success.

- **Payment**

You will be given clear dates for payments; this is explained in your contract. Invoices are paid within one month of receipt. Reasonable travel expenses will be reimbursed once receipts provided.

- **Employment Status for Tax**

First step is to check your employment status - you can use the UK [Government's online checker](#).

- **Openness**

We believe in being honest and straightforward and would encourage you to do likewise. We practice open communication and participation and are more than happy to help where needed.

We expect our staff to be passionate about what we do and in return we aim to provide them with a progressive environment to work in.

We will strive to make working with us a positive experience, but should something happen that does not match this, we have our Dignity at Work Policy and Procedure as well as our complaints procedure which can give you a voice to raise any issues or concerns if you are unable to do so with your DCA contact. All concerns are taken seriously, treated with respect, and timeously resolved to mutual satisfaction.

