

## Fundamentals of organisation and administration

Rules, rights and duties. How does the work context look like for an artist? What does it mean to become a professional?

<i>Phase</i>	<i>Method</i>	<i>Past track experience</i>
Pre-Production, Production	Presentation by the trainer as an expert of that field. Practical exercise using a fictive or real project as an example.	since 2013
<i>Subject</i>	<i>Objectives</i>	<i>Trainer</i>
Legal and administrative matters, Project management	Capacity to understand rules, rights and duties of an arts professional.	Marika Errigo, Giulio Stumpo
<i>Target groups</i>	<i>Results</i>	<i>Organisation</i>
Artists, Creative and Cultural Professions, Trainers/Coaches	Participants should be able to understand the legal/fiscal basics of arts profession.	Centro di Creazione e Cultura
<i>Sectors</i>	<i>Resources</i>	<i>Contact</i>
for all sectors, photography, visual and graphic arts, music, webdesign, dance, media, performing arts	» Slide show, flipchart, internet connection, laptop, video projector. » Participants are welcome (and encouraged) to bring personal laptop computers with them.	Marina Bistolfi
<i>Level of experience</i>	<i>Evaluations</i>	<i>Tested</i>
for all levels, Beginners, Intermediary, Experienced	Questionnaire to be filled out by the participants (given and collected at the end of the session)	under the project Routes to Employment
<i>Prerequisites</i>	<i>Support material</i>	
It is useful for participants who start their own business.	Slide show, flipchart, internet connection, laptop, video projector. Participants are welcome (and encouraged) to bring personal laptop computers with them.	
<i>Description</i>	<i>Other related recommended resources</i>	
Basic overview of the fundamentals that have to be taken into consideration when organising and managing an artistic activity: Legal forms (contracts, worker's status), fiscal situations (social security, VAT, etc.), insurances, copyright/authorship, privacy.	evaluation available	
<i>Content</i>	<i>Duration</i>	
» Definition of arts professionals, in particular in performing arts » Being employed as a performing artists; contract, minimum salaries, social security » Freelance artists; various types of taxation; how to make an invoice » SIAE (Italian authors' and publishers' association) » How to organise your performance / project	6 h	
	<i>Participants</i>	
	8 to 15	
	<i>Course language(s)</i>	
	Français, Italiano, English	