

## AINSLIE ARTS CENTRE – MUSIC HUB CO-WORKING SPACES

Ainslie and Gorman Arts Centres offers supported office accommodation for music-based organisations and individuals who wish to work in, and contribute to, a vibrant and collaborative music hub at the Ainslie Arts Centre.

We are now inviting applications to access newly refurbished co-working spaces, infrastructure and services, as well as unique programming opportunities in Canberra's first dedicated community music hub.

### FEATURES & BENEFITS

Music hub work spaces include the following features and benefits:

#### **Workstation, office storage, and meeting spaces**

- Height-adjustable EKO workstation (1800 x 800) with privacy screen, cable tray, power and data
- Ergonomic task chair
- Lockable mobile filing pedestal
- Lockable private filing cabinet and storage unit (either in-office or in dedicated file storage area).
- Bookable board meeting room (seats 10) with WiFi, video-conferencing facilities, projector and screen.
- Access to shared central reception lounge area/break-out space and meeting table (seats 12)
- Discounted resident hire rates (-40%) when booking our ten large classrooms (approx. 70m<sup>2</sup> each) and three acoustically insulated one-on-one music tuition/rehearsal pods.

#### **Internet and communications**

- High speed Broadband Internet over dedicated liNet Fibre-to-the-premises (with Cat. 6 Ethernet connection cabled to each desktop)
- Wi-Fi Internet access for your portable devices
- Guest Wi-Fi network for visitors, clients and program participants
- Voice-over-Internet telephone (VoIP) desktop phone with dedicated number/extension, competitive call rates (billed monthly), and free calls to extensions within Ainslie and Gorman Arts Centres' internal network.
- On-call professional IT support (network connectivity issues included only, additional services available at an hourly rate)
- Option to locate your server in our secure central comms room (for organisations only), or to access a private, backed-up network share on our central server (licence fee would apply)
- Full-colour or B&W printing (up to A3 size) at competitive, low rates per page

### **Amenities**

- Access to staff kitchen (with fridge, microwave, zip-boil, Nespresso machine, sandwich maker)
- Bathrooms with staff showers
- Free parking on-site (21 spaces on a first-in, first-served basis)
- Bicycle parking

### **Front-of-house concierge services**

- Front-of-house reception desk staffed during regular office hours
- Mailing address (delivered to your pigeon-hole) and parcel acceptance
- Phone and in-person enquiry and message-forwarding service
- Office cleaning and office waste removal included
- 24-hour back-to-base alarm monitoring and nightly security patrol

### **Marketing and promotional support**

- A resident profile and event listings on the Ainslie and Gorman website
- Events inclusion in our monthly What's On feature (online and hard copy)
- Stories about you or your practice included in our quarterly Newsletter
- Social media support (under our social media strategy)
- Assistance pitching ideas and stories to local media
- Co-branding and cross-promotion opportunities

### **Professional development and networking**

- Access to an active Social Media community (over 42,000 users) and invitation to join the Ainslie and Gorman Social Media for the Arts working group
- Access to the Ainslie and Gorman CEO leadership forum (with CEOs of 8+ key arts organisations)
- Access to a free regular professional development program of events and workshops
- Co-location with other music organisations
- Invitations to regular program of music and other arts events at Ainslie and Gorman

### **Programming opportunities**

- Opportunity to hire teaching and rehearsal spaces at Ainslie Arts Centre (for suitable music-related activities) at discounted resident hire rates, with a 40% discount for members of the hub. There are ten large classrooms (approx. 70m<sup>2</sup> each), and three acoustically insulated one-on-one music tuition/rehearsal pods). This discount also applies when hiring venues at Gorman Arts Centre.
- Opportunity to pitch suitable programming activities for our performance, visiting artist, and event programs at both Ainslie and Gorman Arts Centres.

**Auspicing and arts administration services**

- Ainslie and Gorman Arts Centres also offers grant auspicing, arts administration, event management and marketing services on a fee-for-service basis.

PRICES

Work space is available on a full-time, part-time or casual basis.

Discount rates are available to artists and not-for-profit arts organisations only.

**Service fees**

Use	Access	Monthly fee per workstation (Full rate)  (inc. GST)	Monthly fee per workstation (Discounted rate for artists and not-for-profit arts groups)  (inc. GST)	Minimum term
<b>Full-time</b>	7 days per week 24 hrs access	\$363.00	\$272.30	3 months (with longer-term contract available)
<b>Part-time</b>	3 days per week/ 8.30am to 11pm	\$242.00	\$209.80	3 months, renewable
<b>Casual</b>	1 day per week/ 8.30am to 5.30pm	\$119.80	\$90.80	1 month
<b>Casual</b>	1 day only/ 8.30am to 5.30pm	\$30.30		1 day

Additional costs are listed in the table overleaf.

**Additional costs (as at 1 April 2016)**

<b>Telephone charges – (optional)</b>	
Desk-top handset	Installation cost: \$0; monthly handset fee \$0
Direct number / channel	Included in Service Fee
Calls to other phones on AGAC internal VoIP network	\$0 per call
Local & National Calls*	11.0 cents per minute
Calls to mobile*	18.0 cents per minute
Calls to 1300 numbers	35 cents per call
<i>*Calls charged in 30 second increments</i>	
<b>Internet charges – Monthly billing</b>	
3GB of data per month per desk space	Included in Service Fee
Additional data above 3GB	\$5.00 per GB
Access to guest Wi-Fi network*	Included in Service Fee
<i>*Data limit per person/device applies (TBC)</i>	
<b>Print/copy charges – Monthly billing</b>	
Black & white (A4 or A3)	2.5 cents per page
Colour (A4 or A3)	9 cents per page

## HOW TO APPLY

Applications are accepted year-round and will be assessed within a fortnight of application.

Applications must be submitted online [via agac.submittable.com/submit](https://www.agac.submittable.com/submit).

For enquiries or assistance with your application, please email [enquiry@agac.com.au](mailto:enquiry@agac.com.au).

### **Application and assessment process**

Applications will be assessed by Ainslie and Gorman Arts Centres.

Ainslie and Gorman Arts Centres reserves the right at its absolute discretion to determine eligibility to apply for, or suitability for, the use of co-working space, and may request further written evidence, examples of work and/or an interview or interviews (with the applicant and/or referees) to satisfy itself that an applicant is eligible to apply for, or suitable to be granted, a sub-licence.

In its allocation of space, Ainslie and Gorman Arts Centres will also seek to create vibrancy and visibility, as well as to engender a sense of creative community spirit and connection within our arts centres but also with Canberra as a city, and the broader region.

Ainslie and Gorman Arts Centres will endeavour to select applicants who are (or who are considered likely to be):

- committed to excellence in their practice;
- developing and innovating in their practice;
- building, sustaining and/or engaging with creative networks;
- receiving peer recognition;
- working in ways that are suited to the available space, and to our objectives;
- contributing to the vibrancy of Ainslie Arts Centre;
- supporting the financial sustainability of Ainslie and Gorman Arts Centres; and
- making active and frequent use of their space.