Planning Across Departments Session Outline

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Working collaboratively across departments and with external artists means it is required to work out logistics, reporting lines, terminology and so forth.

Meeting across departments with artists agenda

1. Project Update

o Sue Loveday (lead artist)

o The Edge team

o YPF team

2. Clarifying each team/stakeholder & activity. I've noticed that we are each using a bunch of different labels to describe different aspects of the project, which is getting confusing.

o YPF Team (Rena, Thom, Stella)

o The Edge Team (Emma Che, Mick, Daniel)

o Creative team / Artist team? (Sue, Marianna, Tim, Mari, other artists?)

o The Edge community of makers?

Stage 1: Design

- Lead in installations at The Corner **Lead in ideas workshops**

- Lead in installations at The Edge

- Design Briefs **Idea briefs**

Stage 2: Fabrication, Installation

- Design & Fabrication (includes handing over idea brief documents)

- Installation / Bump In

Stage 1: Activation and Response

- Young People response Workshops (8-16 y.o)

- Family response Workshops (5-12 y.0)

- Intergenerational response Workshops (Edge community and young people)

- Adult response workshops

- Celebration Day

3. Planning/Documentation

o Creating 3 templates for the creative team to work from

 Workshop Planning Template

 Reflection/Documentation Template

 Design Brief Template

- Specific questions:

o What does the design brief need to include?

o What kind of materials can be submitted? 2D? 3D?

4. Project Timeline/Discussion – Flexibility of lead in workshops in relation to design & fabrication process.

5. Lines of communication – Who reports to/communicates with who, and how?

6. Meta-narrative – full team briefing/presentation?

7. The Edge - space audit.

o Tech spec

o Floor plans

o Information/limitations on space usage