
Please find details below of new information, advice & upcoming events.

Scotland's specialist business development and support service for creative businesses and practitioners.

March is upon us and with the spring comes an introduction to Fast Track, a bumper programme of events and Professional Development Planning (PDP) session delivery across Tayside.

News

Operations Assistant Vacancy- Full Time, Glasgow

Fiona McGowan is moving onwards and upwards and will be taking on a new role with us from April 2010. As a result, we are looking for an enthusiastic and efficient individual with an interest in or working experience of the creative sector to take the role of Operations Assistant in the Glasgow office.

A full job description, person specification and details of how to apply, are available on the [news section](#) of our website. Closing date for applications is 9am Wednesday 17 March 2010 and interviews will take place week commencing Monday 22 March 2010.

Starter for 6 – Introducing Fast Track

This year's main programme cohort of 55 businesses have now been selected and are getting ready to inspire us with their innovative products, services and ideas as the Starter for 6 Main Programme training commences next week.

For those who may have missed out on applying to our Main Programme, **Fast Track** may well be the answer. This is a new element to the Starter for 6 programme and provides a condensed version of the training offered by the main programme. This is ideal for those who are a little further down the line and ready to set up their business but have limited time.

Applications open on **Tuesday 4 May 2010** with our Starter for 6 team providing Roadshow events in Glasgow and Edinburgh soon after to outline the programme in more depth. Further information and Roadshow dates will be announced next month.

Focus on Tim Nunn

Some of you will be familiar with [Tim Nunn](#) as our specialist Performance Adviser. Tim has skills and experience beyond his work in the performance sector and next month he will bring his broader knowledge to cover some Edinburgh & East Central advice sessions as well as delivering Making Applications and Proposals content (please see Other Industry Events).

Information

View our wide selection of constantly updated resources including [Business Maps](#) for each sector, [Coaching Tips](#), [Factsheets](#), [FAQ's](#) and more. [Develop Skills](#) allows you to explore resources that can help you build the skills to clarify your ideas, make them real, connect with suitable audiences and put your work in context. [Search All](#) enables you to pull the information you are looking for quickly and

easily specific to art form or business activity. Call the **Enquiry Line** on **0844 544 9990** to discuss your information needs further.

These are a snapshot of recent uploads:

- Business Gateway: [Pension Planning for the Self Employed](#)
- Design Nation : [Start Up Guide: Features Design Licensing & Manufacturing](#)
- literaturetraining : [eBulletin: info on training & funding](#)
- Awards for All Scotland : [Grants available](#)

Advice

Individuals and businesses can book an advice session with one of our advisers to focus on particular business needs. During a session, you will be encouraged to draw up an action plan that is supported by follow up information from our team. Call us on 0844 544 9990 to arrange a session.

Glasgow Business Gateway Drop in

Wednesday 31 March 10:00-13:00, Business Gateway on Buchanan Street

Lowri Potts, our Glasgow and West Central Adviser will be based at the Buchanan Street office to meet with you and answer questions about how Cultural Enterprise Office can support you and your business.

Finance Advice Sessions

Wednesday 21 April 50 Bell Street, Glasgow (or by phone)

Need some financial advice? Why not book a specialist advice session with Campbell Dallas, sponsor of our Specialist Financial Advice. Here are some examples of how they can help you & your business:

- Business planning – how do I make money with my talent?
- Raising finance
- Dealing with banks and tax – Income Tax / Corporation Tax / VAT / PAYE
- Employing people and dealing with customers and suppliers
- Keeping records and monitoring performance of your business

Contact us on 0844 544 9990 or email info@culturalenterpriseoffice.co.uk to book your session.

NEW Professional Development Planning (PDP) – Now available in Dundee & Tayside

'I thought it was an innovative and exciting experience. I was very impressed by my adviser who knew my business inside out.'

[Sandy Thomson](#), our Dundee & Tayside Adviser, is now offering a limited number of free 2 hour one-to-one PDP sessions in Dundee.

If you are at a crossroads on your professional journey or just want time to reflect about your creative and professional development, then a Professional Development Planning (PDP) session is just what you need!

To request a one-to-one PDP session please complete the short preparatory [PDP Session Questionnaire](#) and email it to info@culturalenterpriseoffice.co.uk along with a contact telephone number or phone 0844 544 9990 for further information.

Adviser Top Tip

This month [Maggs Hamilton](#), our specialist Human Resources Adviser offers us her top tip on working independently.

- Set work goals that are realistic for you and factor in other commitments and some time to rest and reflect.
- Divide large projects into smaller and more manageable tasks.
- If it works for you make a 'to do' list and check it off or write down your daily/weekly accomplishments in a log.
- Be still when you turn the light off in the studio or power down your computer and take a moment to evaluate the successes of your work that day.
- Find and connect with people who share your interests.
- When you have questions ask for help and/or advice.

Events

The next nine weeks of events coming to a location near you are listed below. Full booking details are available on the [Events](#) page of our website and although the majority of our events are free, we do ask for a returnable deposit to secure your place.

Starting Out

Monday 15 March 2010, 13:30-17:00, Robert Gordon University, Aberdeen

Tuesday 20 April 2010, 13:00-17:15, Edinburgh College of Art (ECA), Edinburgh

Still trying to get to grips with becoming self-employed or starting a company? Or wanting to check you're doing everything you should be? Our Starting Out workshop for creative professionals offers an ideal opportunity to share the experiences and realities of operating, financing and making a living from your creative practice or business. [More...](#)

Harnessing Web 2.0 Technology to Develop your Traditional Music Business in partnership with Dumfries & Galloway Arts Association

Wednesday 17 March 2010, 18:00-20:00, Midsteeple, Dumfries

This event provides the opportunity for traditional musicians to consider how to make use of information and social networking applications such as MySpace, Twitter, You Tube and blogs. Find out more from composer Jim Sutherland and guitarist / vocalist Jenn Butterworth who have harnessed these web 2.0 technologies to boost their profile, reach audiences and get their music heard. [More...](#)

Making Applications & Proposals commissioned by Comhairle nan Eilean Siar

Friday 26 March 2010, 13:00-16:00, An Lanntair, Stornoway

Saturday 27 March 2010, 13:00-16:00, Taigh Chearsabhagh, Lochmaddy

Commissioned by the Comhairle nan Eilean Siar, CEO are providing a practical workshop for individuals, working in any art form, on making applications and proposals for funding, commissions and residencies. This workshop covers planning and structuring your approach, the key information you need for your application, discussion on what funders and commissioners are looking for and the materials required to support your proposal. This workshop is aimed at individuals making applications and proposals concerning their own creative practice rather than group and organisation applications. [More...](#)

The Next Step: Keeping your Creative Business on Track

Tuesday 30 March 2010, 13:00-17:15, Edinburgh College of Art (ECA), Edinburgh

Do you need reassurance that you are on the right track or support in choosing which path to follow next? Are you struggling to balance the things you want to do with the things that make financial sense? Are you trying to weigh up which aspects of your business to develop and those to abandon? This workshop provides an opportunity to take stock of your achievements to date and explore the options that lie ahead. [More...](#)

Market Day

Friday 7 May 2010, 10:00-17:00, Scottish Book Trust, Edinburgh

'I came to the Market Day with my business partner and it brought us to the same level of understanding of marketing and marketing activities.'

Market Day is a one day workshop to train creative businesses in a DIY approach to marketing their products and services. Using practical, visual exercises, workshop participants will: identify the key aspects of their business to promote, explore the types of client and customers groups they want to do business with; and find the most appropriate promotional methods to communicate their message.

[More...](#)

Making Applications & Proposals

Thursday 20 May 2010, 15:00-17:30, Scottish Book Trust, Edinburgh

A practical workshop for individuals, working in any art form, on making applications and proposals for funding, commissions and residencies. This workshop covers planning and structuring your approach, the key information you need for your application, discussion on what funders and commissioners are looking for and the materials required to support your proposal. Aimed at individuals making applications and proposals concerning their own creative practice rather than group and organisation applications. [More...](#)

The Next Step: Keeping your Creative Business on Track in partnership with Aberdeen City Council

Friday 4 June 2010, 13:00-16:45, Whitespace, Aberdeen

Do you need reassurance that you are on the right track or support in choosing which path to follow next? Are you struggling to balance the things you want to do with the things that make financial sense? Are you trying to weigh up which aspects of your business to develop and those to abandon? In partnership with Aberdeen City Council Arts Development this workshop provides an opportunity to take stock of your achievements to date and explore the options that lie ahead. [More...](#)

Other Industry Events

We are also working with other industry specific organisations and local authorities on a range of fantastic networking and learning opportunities across Scotland. Contact details, websites and links to our [Other Industry Events](#) page are listed.

Scottish Enterprise Textile Designers Workshop

Tuesday 23 March, 09:30 - 16:00, Blythswood Hotel, Glasgow

This Scottish Enterprise event focuses on 'business development and marketing' for textile designers who are keen to build a stronger and sustainable business in UK and overseas markets. Facilitated by Russell Ferguson, UK Fashion Export Association; Press and PR fashion guru, Caragh McKay; and [Carol Sinclair](#), Edinburgh & West Central Adviser for CEO will provide you with some real practical steps for the next stage of your business. It is a day packed with hard hitting commercial information that will allow you to drive your business forward, getting it right first time and not getting sidetracked!

[More...](#)

Playwright Studio Scotland: Up Close: Glasgow

Saturday 17 April 2010, 10:30 - 20:00, CCA, Glasgow

Whether you are an aspiring or emerging writer, someone interested in seeing exciting new pieces of theatre, Playwright Studio Scotland's Up Close event may be just what you are looking for. As part of

the programme of events, [Tim Nunn](#), our specialist Performance Adviser will be delivering a Making Applications and Proposals workshop 11:00-13:30. [More...](#)

Best Wishes

Cultural Enterprise Office Team

Contact Us

Cultural Enterprise Office

50 Bell Street

Glasgow, G1 1LQ

T: 0844 544 9990 (local rate)

info@culturalenterpriseoffice.co.uk

www.culturalenterpriseoffice.co.uk

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