

# **Venice Fellowships Programme**

# **Guidance Notes**

# Fellows 2025

**Open Call for applications from individuals via Programme Partner** 

Published: 19th September 2024

Deadline for Applications: date set by Programme

**Partner** 

### **OPEN CALL FOR 2025 FELLOWS**

To apply for a Fellowship position, please follow these steps:

- 1. Download the <u>Application Form</u>, complete and send it via email in Word doc format to your Programme Partner (the organisation or institution from whom you heard about this opportunity).
- 2. Complete the <u>Equality and Diversity Monitoring Form</u>. This is voluntary and anonymous.

The deadline for applications is set by the Programme Partner and will be a date between the period of 19<sup>th</sup> September - 29<sup>th</sup> November 2025.

We ask candidates to check the specific date directly with their Programme Partner.

The British Council is delighted to welcome applications for its Venice Fellowships Programme to take place during the 19th International Architecture Exhibition, La Biennale di Venezia, 2025.

The Venice Fellowships Programme is a unique opportunity for creative individuals, students, researchers, artists, and professionals at the start of their careers, to spend a month in Venice during the world's most important art and architecture biennales.

Successful candidates will spend one residency month in Venice to develop a proposed project and gain invigilation experience acting as an exhibition ambassador for commissioned exhibition at the British Pavilion. As Fellows, they will engage with an international community of architects, artists, researchers, entrepreneurs, young leaders and change makers, and contribute with a proposed project.

We welcome applications from people of all backgrounds, areas of knowledge, academic departments, and life experiences. We are looking for creative individuals, interested and passionate about arts, culture, and its social value, and how arts can contribute to the world and address society's most complex challenges.

#### Information and Q&A Sessions

These sessions are open to candidates who are enrolled at or connected to a 2025 Programme Partner.

# Candidate Information and Q&A Sessions

Candidates are encouraged to join an information session before submitting an application.

#### Option 1

Monday, 14<sup>th</sup> October 2024, 12pm-1pm BST Register here: Teams link

#### Option 2

Wednesday, 6<sup>th</sup> November 2024, 12pm-1pm GMT Register here: <u>Teams link</u>

Please note that applicants must be enrolled or connected to a selected 2025 Programme Partner.

For queries or requests for further information, please contact Sophie Lucas, Venice Partnerships and Programme Manager, at <a href="mailto:venicefellowships@britishcouncil.org">venicefellowships@britishcouncil.org</a>.

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### 1. Introduction

The <u>British Council</u> is the United Kingdom's international organisation for cultural relations and educational opportunities. We build connections, understanding and trust between people in the UK and other countries through arts and culture, education and the English language.

### **UK at the Venice Biennale**

Since 1937, the British Council has managed the <u>British Pavilion</u> at the Venice Biennale: overseeing the selection process of artists and architects, and preserving the historic building itself.

### La Biennale di Venezia

The Venice Biennale (*Italian:* <u>La Biennale di Venezia</u>) is an international cultural exhibition hosted annually in Venice, Italy by the Biennale Foundation. The Biennale has been operating since 1895, which makes it the oldest of its kind. The official Biennale exhibition is spread across two venues in the east of the city: the Arsenale and the Giardini. The Giardini, an area of parkland, houses the Central exhibition Pavilion and 29 national pavilions. Each of them, including the British Pavilion, presents its own showcase from a particular country or region.

### 19th International Architecture Exhibition

The 19th International Architecture Exhibition will take place at the Giardini and Arsenale, Venice, from Saturday 10 May to Sunday 23 November 2025 (pre-opening 8 May and 9 May).

### 2025 British Pavilion Exhibition

The <u>British Council commission</u> at the Venice Architecture Biennale aims to create debate that both challenges and influences the future of British and global architecture. The 2025 British Pavilion exhibition will be a high-profile installation as part of British Council's focus year of collaboration between the UK and Kenya that will foster, celebrate and showcase the connections between the two countries.

"Our UK and Kenya combined team intersects multiple disciplines and geographies, with a critical perspective on how to use this unique platform. The exhibition will map architectures from across the world defined by an embedded relationship to the ground, which are resilient in the face of climate breakdown, social, economic and political upheaval; and that offer refuge and empowerment for the most climate exposed communities. To frame this, we intend to conceptually reinscribe the British Pavilion by turning it inside out and unearth what these acts of repair might look like when framing a planetary vernacular."

**Appointed curatorial team** 

The collaborative UK-Kenya curatorial team selected is:

- Owen Hopkins Director of the Farrell Centre, Newcastle University
- Dr Kathryn Yusoff Professor of Inhuman Geography, Queen Mary University
- Kabage Karanja Co-founder & Director of Cave\_bureau, Nairobi, Kenya
- Stella Mutegi Co-founder & Director of Cave\_bureau, Nairobi, Kenya

The 2025 British Pavilion exhibition will be a high-profile installation as part of British Council's focus year of collaboration between the UK and Kenya that will foster, celebrate and showcase the connections between the two countries.

The Fellowships Programme offers a unique opportunity for emerging creatives from UK-based organisations to spend a month in Venice.

In addition, as part of the British Council's focus year of collaboration between the UK and Kenya in 2025, we particularly welcome applications from Fellows whose creative research / projects have links to Kenya, Sub-Saharan Africa and its diaspora.

### **Venice Fellowships Programme**

The <u>Venice Fellowships Programme</u> is a key part of the British Council's presence in Venice, supporting the exhibition programme as well as being a platform for the development of emerging creative professionals and future leaders.

The Programme offers a unique opportunity for emerging creatives to spend a month in Venice during the world's most important art and architecture biennials broadening their perspective, making new connections, networking and developing their creative practice.

As exhibition ambassadors at the British Pavilion, the Fellows enrich and activate our exhibition programme. They engage visiting members of the public and expand the impact of the show. Alongside this practical residency, Fellows have the opportunity to develop their own research or practical creative projects and use La Biennale as a platform for artistic and professional development. Through these contributions, Fellows elevate the Pavilion to an important reference point for universities and creative organisations around the world.

'Liverpool School of Architecture have been pleased to continue to partner and support British Council in its Venice Fellowship programme. The Fellowship provides a fantastic opportunity to be immersed in and around critical conversation, environment and artistic endeavour of the highest quality as part of the international platform of the Venice Biennale. The impact of the residency experience has stayed with our LSA Fellows long beyond their time in Venice opening doors, widening perspectives, developing skills and beginning friendships. It has been a total pleasure to be involved.'

Sandy Britton RIBA, Liverpool School of Architecture, University of Liverpool

### 2. Venice Fellowships Programme

For 2025, British Council has a total of forty (40) Fellowships places available. These Fellows will be selected and divided into five (5) Travel Groups.

#### The Fellowship has two major components:

Exhibition ambassador: Fellows will participate in a one-month group residency inside
the British Pavilion: invigilating the exhibition spaces, engaging with the public, leading
tours and acting as the face of the British Council and its exhibition commission.

### Key responsibilities:

- Invigilating the exhibition spaces, galleries, and external locations
- Offering a warm and friendly welcoming approach to all visitors.
- Handing out guides and supporting visitors with exhibition information.
- Supporting and ensuring COVID-19 safety measures are being adhered to by all
- Monitoring and reporting the conditions of the exhibition space and installations
- Reporting issues and/or risks to the Pavilion Management team
- · Capturing visitors' feedback using a digital form and iPad
- Monitoring visitor numbers
- Supporting visitors with access needs when required (e.g. directing to the lift)
- Providing feedback: completing an online survey after your residency month
- Leading public tours and talks
- Arrive on time, well-prepared, and ready to be collaborative and welcoming
- Proactively undertake independent research to understand and interpret the exhibition

Skills developed: cultural awareness & understanding, team-work & problem-solving, public speaking & adaptation, communicating with audiences & exhibition interpretation, personal confidence & resilience, foreign language, time-management & planning.

Requested time commitment is 23h per week (not including travel to/from the Pavilion) during the period of one month. The British Pavilion Rota system will be set out by M+B Studio, a Venice-based company that manages operations at the British Pavilion on behalf of the British Council. The shift patterns will vary from half to full day shifts throughout the week and weekend, as La Biennale is open to public Tuesdays-Sundays, 10am-6pm/11am-7pm (with occasional openings on Mondays).

2. Research or creative project: Fellows will undertake fieldwork in Venice to inform their creative practice, research and/or academic interests. This fieldwork should be connected to the themes of La Biennale, the 19th International Architecture Exhibition, the British Pavilion and/or the 2025 commissioned exhibition.

#### We ask Fellows to:

- Proactively plan a creative / research project and communicate via email in advance with the British Council and their Programme Partner
- While in Venice, actively seek any further support and collaborations for project/research development, in consultancy with the Steward Coordinators if relevant

- Before, during and after the residency in month in Venice, actively seek further support and guidance from their Programme Partner
- Align ideas with the values and themes of the Fellowships Programme
- Present a brief overview of the project (5-10mins) to the Travel Group on the final Monday of the Venice residency month. There is potential for Fellows to lead longer group sessions (past examples include cyanotype workshops, active listening sessions and dining experiences)
- Share and showcase their findings, learnings and project closing/continuation in the UK within eight weeks of their return from Venice. This could be a written, audio, video, illustrations, animations, photos, blog/webpage, or any other creative format piece to be agree on with British Council team and the Programme Partner.

Showcasing: British Council together with the Programme Partner will seek opportunities to promote and present the Fellow's involvement with the Programme, as well as to showcase the project/research outcomes, experience and/or learnings via digital or other formats.

Fellows may also be invited by the British Council to attend sharing sessions, talks or conferences to share your experience, programme learnings and recommendations, as well as your project/research showcasing via online gatherings and/or face-to-face.

Please note that British Council cannot provide any materials, electronic, gadgets or media devices for the development of the research/creative projects.

Skills developed: time-management & planning, personal confidence & resilience, flexibility & collaboration, creativity & problem-solving, collaboration & communication, project planning & management, testing ideas.

Previous Fellows' project examples can be found in the 2022 and 2023 Yearbooks.

### **Travel Grant**

Each Fellow will receive a Travel Grant of £3,300 (three thousand and three hundred British pounds).

The Travel Grant is calculated to cover the following expenses for each Fellow:

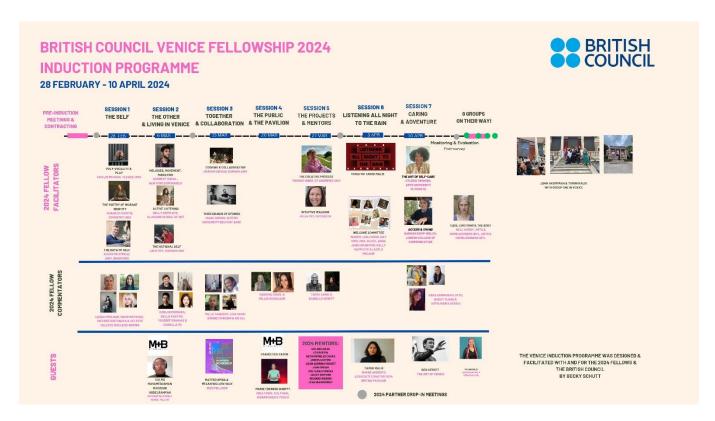
- Outbound and Return Travel
- Accommodation
- Per diems
- Insurance (medical and travel)
- Visa
- Local transport
- Emergency costs (towards pharmacy costs if needed)

### **Support from the British Council and Partner Organisations**

The Programme has three core contributors: the Fellow, the Programme Partner and the British Council. All three parties keep in regular contact to form a strong support network for the Fellow. We strongly encourage each Fellow to be proactive with their communications to their Partner.

### **Online Induction School**

Fellows are required to attend a six-week Online Induction School from February to April 2025. This series of participatory talks and workshops is designed to prepare for the Venice residency month and build a community of practice with the full Fellows cohort.



"It was magical to see how we came together in such a short period - I did not think this could be possible in an online environment. I was nervous but the small group discussions and the warmth in the room put me at ease. Meeting Becky (Facilitator, British Council) before the Induction was very helpful because she listened to my story and ideas, and talked about how I could be comfortable in an online space with so many people that I did not know. Now I feel I know them all and we are connected even if different."

2024 Fellow

### **Additional Opportunities**

There are additional opportunities for Fellows to attend cultural events and network with creative individuals during their month in Venice. Subject to availability, these events may include:

- Private tours of the Peggy Guggenheim Collection, led by the 2025 Guggenheim Interns
- Art Night Venezia, organized by Ca' Foscari University and the City of Venice
- Feast of the Redentore
- Private Exhibition Tour at Ocean Space
- Events at National Pavilions within La Biennale

### 3. Access

We encourage applications from D/deaf, disabled and/or neurodivergent individuals.

We invite candidates to submit their application in a format that is most accessible for them (written/audio/video), using support workers as necessary, to ensure it is submitted in written or spoken English.

It is the responsibility of Fellows to anticipate any access support they may need for their Venice Fellowship. Fellows should consider practical demands relating to travelling to Venice, invigilating at the British Pavilion, conducting a creative / research project, and living in the city for a full month.

### In Venice

The city was built long before equal access became part of the architect's vocabulary, and the city is dotted with hundreds (approx. 465) of bridges that require climbing and descending steps. Currently, 50% of the city is accessible.

For example, visiting Venice by wheelchair is not easy as the pavement is often in "pavé" style, the sidewalks are narrow, there are hundreds of bridges and only main streets have slipways. We recommend that wheelchair users have a non-disabled companion carer with them during their stay in Venice. For people with visual impairments, some crossings in central locations are equipped with acoustic signals.

Further information can be found at the Official City of Venice Tourist and Travel Information and Venice for Visitors websites.

### At La Biennale

All Pavilions have ramp, stairlift or assistance procedure. The Giardini and Arsenale floor pavements are covered with gravel rocks, which makes the mobility access difficult. La Biennale offers an electric golf buggy service so visitors and staff members can access the national Pavilions. This service can be requested each day at the Giardini entrance.

There is no pathway from the Giardini gravel rock walkways to the British Pavilion. La Biennale golf buggy is recommended for any visitors and Fellows who have access needs.

The British Pavilion is accessible to wheelchairs and mobility scooter users via an internal lift.

Guide dogs and hearing dogs are welcome at the Pavilion. Large print exhibition guides in English and Italian are available at the Pavilion, and online. All films produced by the British Council for La Biennale are captioned.

Further information can be found on the <u>British Pavilion</u> website. If you have specific questions regarding access, please contact the British Council team at <u>venicefellowships@britishcouncil.org</u>.

### **Invigilating at the British Pavilion**

Fellows rotate between the invigilation positions in the Pavilion on their shifts for variety. If there are shift positions that are more suitable for a Fellow with specific access needs, this can be arranged with the Pavilion Management team. There are chairs in the Pavilion that can be used by Fellows whilst invigilating the exhibition spaces.

There is a Travel Group WhatsApp group that can be used for communicating with M+B Studio. Fellows can also message M+B Studio team members directly if preferred.

As part of the Briefing Day at the Pavilion, Fellows particate in a peer-led tour. The exhibition can be an intense experience for some due to the content or nature of the spaces. If preferred, Fellows can arrange to independently look around the exhibition at their own pace.

There are quiet 'back of house' spaces on the ground floor of the Pavilion which Fellows are welcome to use on their breaks whilst on shift. The Giardini is a green garden space with cafes and shaded areas. It can be a suitable place to rest and relax outside.

### **Access Support**

During the application process, Fellows should indicate on the Application Form that they require / may require access support. If shortlisted, we ask Fellows to discuss any reasonable adjustments or support that may be needed with the Programme Partner.

If the declared access needs **can be met with reasonable adjustments and/or support** from the Programme Partner and British Council, the British Council will provide an Access Support Application Form, to be completed by the Fellow in discussion with the Programme Partner, providing details of the support needed and any additional reasonable costs required to enable the Fellow to fully participate in the Programme.

Access funding will be allocated once all Access Support Application Forms have been submitted and assessed.

British Council will work collaboratively with the Programme Partner to respond to individual access requirements and provide adjustments and support, including any reasonable additional costs required to enable to the Fellow to fully participate in the Programme.

British Council will liaise with the Pavilion Management company (M+B Studio) to make necessary arrangements to support these needs. It is then the responsibility of the Fellow to keep British Council and the Programme Partner updated during their residency month in Venice. This may include providing quotations or receipts for any agreed services used while in Venice.

If the declared access needs **cannot be met with reasonable adjustments and/or support** the British Council and Programme Partner will provide a justification for why the needs cannot be met, and Fellows will have the opportunity to modify their participation or withdraw from the Programme.

## 4. Eligibility and Requirements

We are seeking individuals that meet the following criteria:

	Eligibility Criteria	$\boxtimes$
1.	Candidates must be over 18 years old and based in the UK.	
2.	Candidates must be enrolled or connected to a selected 2025 Programme Partner.	
3.	The British Council welcomes creative individuals from all backgrounds, areas of knowledge and/or academic departments, and we particularly welcome applications from underrepresented groups in the creative sector, including those from the following: global ethnic majority, disabled, LGBTQIA+, and those facing social barriers to accessing the arts, the creative industries, and other economic opportunities.	
4.	Candidates are required to be fluent in English. Fluency in other languages is not required.	
	PREPARATION	
5.	Candidates are asked to anticipate their individual access requirements (if relevant) when applying as a Fellow for the Programme, specifically taking into account travelling to Venice and living in the city for a full month. Candidates are requested to discuss any access needs with their Programme Partner.	
6.	Candidates must be able to manage, handle and book all the requirements for their own trip to Venice (including travel, visas, and accommodation).	
7.	On acceptance of a place on the Programme, candidates must provide proof of a valid basic disclosure check undertaken through the UK Disclosure & Barring Service (DBS) or the equivalent local service. The check must be dated no earlier than 12 months before the start date of their Travel Group.	
8.	Candidates are required to book and attend a 15-minute online introductory meeting with the Induction facilitator prior to 26 <sup>th</sup> February 2025.	
9.	Candidates must commit to and attend in full all the online Induction School dates: 26 <sup>th</sup> February, 5 <sup>th</sup> March, 12 <sup>th</sup> March, 19 <sup>th</sup> March, 26 <sup>th</sup> March and 2 <sup>nd</sup> April 2025, 6:30pm – 8:15pm UK time via Zoom/Teams.  Candidates are asked to actively engage with the Induction School. The School	
	is designed to prepare Fellows for the Venice residency month and build a community of practice together via talks, peer-led workshops, and networking breakout sessions. The Induction will cover the main responsibilities outlined below and ensure all questions are answered.	

	Candidates are required to participate in an evaluation of the Induction School.	
10.	Candidates requiring access support are required to complete an Access Support Application Form by 28 <sup>th</sup> February 2025 and discuss suitable arrangements with their Programme Partner, British Council and M+B Studio. Candidates may be asked for additional information and documentation.	
11.	Candidates are encouraged to undertake their own independent research into La Biennale, the British Pavilion and the content of 2025 commission. British Council will support this by sharing information and opportunities for learning (reading lists, articles, public programming talks)	
	IN VENICE	
12.	Candidates must be available to travel and live in Venice for a full month period (30 days) from May – September 2025.	
	On the application form, candidates are required to indicate three separate travel groups in which they are available/prefer to travel, they must be available to travel to Venice in time windows indicated. Travel Groups will be confirmed after final selection in January 2025.	
13.	Candidates are responsible for liaising directly with the owner / organization managing the accommodation rental. In unusual cases where the Fellow needs support from the British Council and Programme Partner, it is the responsibility of the candidate to make contact directly to both the British Council and the Programme Partner about the situation in a clear and timely manner, particularly anticipating if there is a need to communicate outside UK working hours.	
14.	Candidates are requested to keep their Programme Partner informed during their time in Venice. This may include providing quotations or receipts for agreed access support used whilst in Venice.	
15.	Candidates are required to dedicate time to their research/creative project during their residency month in Venice.	
16.	Candidates are encouraged to attend additional cultural events in Venice in their Travel Groups. British Council will support this by arranging tours of museums and national pavilion at La Biennale.	
	IN VENICE – INVIGILATION	
17.	Candidates must commit to the duties of the invigilation role:	
	<ul> <li>Attend and participate in the Briefing Day.</li> <li>Invigilate the exhibition spaces, galleries, and external locations</li> <li>Offer a warm and friendly welcoming approach to all visitors.</li> <li>Hand out guides and supporting visitors with exhibition information.</li> <li>Support and ensure COVID-19 safety measures are being adhered to by all</li> <li>Monitor and report the conditions of the exhibition space and installations</li> <li>Report issues and/or risks to the Pavilion Management team</li> </ul>	

	<ul> <li>Capture visitors' feedback using a digital form and iPad</li> <li>Monitor visitor numbers</li> <li>Support visitors with access needs when required (e.g. directing to the lift)</li> <li>Provide feedback: complete an online survey after your residency month</li> <li>Lead public tours and talks</li> <li>Arrive on time, well-prepared, and ready to be collaborative and welcoming</li> <li>Proactively undertake independent research to understand and interpret the exhibition</li> </ul>	
18.	Candidates must commit to the full set of invigilation shifts (23hrs a week in total, not including travel to/from the British Pavilion). The Rota system will be set out by a contracted Pavilion Management company (M+B Studio) and will vary from half to full day shifts throughout the week and weekend. La Biennale is open to public from Tuesdays to Sundays, from 10am to 6pm or 11am to 7pm, with some extraordinary openings on Mondays.	
19.	Candidates are responsible for arranging swaps with other Fellows and communicating changes to the Venice Steward Coordinator via email and/or on the WhatsApp group. The Venice Steward Coordinator will review the proposal and will accept the request if there is a fair balance of shifts and each Fellow is fulfilling their commitment of 23hrs a week.	
20.	Candidates must demonstrate experience of and/or confidence and/or interest in working with people from the most diverse settings and have (emerging) confidence approaching and engaging with them, including (for example) through public speaking and presenting experiences.	
21.	Candidates must report and communicate to the British Council team in advance (minimum of 10 working days) if there are any changes to their initial plans on travel dates, health conditions, COVID-19, access needs and project development in Venice. British Council staff will support and accommodate such requests whenever possible and if communicated in advance.	
22.	Candidates are asked to comply with the behaviours and British Council's code of conduct as outlined in the Guidance Notes. Candidates assume full responsibility for their behaviour and actions throughout the Programme duration and in all locations and understand that misconduct and inappropriate behaviour may result in the termination of the contract as subject to the Grant Agreement.  The British Council shall be entitled to terminate the Grant Agreement with immediate effect and with written notice to the Recipient should this behaviour be judged by British Council staff to warrant such action.	
	RESEARCH / CREATIVE PROJECT	
23.	Candidates will undertake a project that informs their creative practice, research and/or academic interests. This means any proposed idea will be developed as a small sized project or research during the one-month period in Venice and upon return to the UK.	

24.	a social value and social impact, with the aim of contributing to fairer and inclusive societies and world.	
25.	Candidates are required to communicate the outline of the research/creative project via email in advance with the British Council and their Programme Partner. The British Council will work in collaboration with the Programme Partner to seek collaborative ways to showcase project findings, outcomes, and learnings.	
26.	Candidates are encouraged to actively seek further support and collaborations for the project/research development, including with other Fellows, and always in consultancy with the Venice Steward Coordinators.	
27.	Candidates will ensure the ideas of the creative project / research should be connected to some of the following: La Biennale, the 19th International Architecture Exhibition, the British Pavilion and/or the 2025 commissioned exhibition. Fellows' ideas can and should develop as needed over the course of the Fellowships Programme.	
28.	Candidates are required to submit a final project proposal one month before leaving for Venice. This proposal is to contain a summary, objectives, aims regarding social value, steps to be taken, peer connections and collaboration, and a plan for time schedule/management during the one month in Venice.	
29.	Candidates are asked to give a 5-10 min overview of their creative project to the rest of their Travel Group as part of the Crossover Day on the final Monday of their Travel Month.	
	AFTER VENICE	
30.	Candidates are required to share and showcase their findings, learnings and project closing/continuation in the UK within eight weeks of their return from Venice. This could be a written, audio, video, illustrations, animations, photos, blog/webpage, or any other creative format piece to be agree on with British Council team and the Programme Partner.	
31.	Candidates are requested to share with and showcase to (via email) the British Council the findings and learnings of the project or research while back in the UK and if any continuation by the end of the calendar year. This includes as part of the showcase event in December 2024.	
32.	Showcasing: British Council together with your Institution/Organisation will seek opportunities to promote and present Fellows' involvement with the Programme, as well as showcase your project/research outcomes, experience and/or learnings via digital or other formats.	
33.	Candidates may be invited by the British Council to attend sharing sessions, talks or conferences to share their experience, programme learnings and	

	recommendations, as well as project/research showcasing via online gatherings and/or face-to-face.	
34.	Candidates are required to participate in an evaluation of the Venice experience in order to refine and inform future programming.	

### 5. Applications

### **How to Apply**

To apply for a Fellowship position, please follow these steps:

- 3. Download the <u>Application Form</u>, complete and send it via email in Word doc format to your Programme Partner (the organisation or institution from whom you heard about this opportunity).
- 4. Complete the <u>Equality and Diversity Monitoring Form</u>. This is voluntary and anonymous.

The deadline for applications is set by the Programme Partner and will be a date between the period of 19<sup>th</sup> September - 29<sup>th</sup> November 2025.

We ask candidates to check the specific date directly with their Programme Partner.

### **Application Format:**

We welcome applications in both paper (written) or audio/video format. Feel free to use the method that is most comfortable for you.

If you are answering in video (audio and image) or just audio format, please use the below guidelines:

- A recorded application should not be overly produced. This is not an opportunity to demonstrate your skills in production, but to clearly communicate your skills/experience, project idea and interest in this opportunity in an accessible format.
- Please ensure your recording is no more than 8-10 minutes long, which is the equivalent to the word limit for written applications.
- You may link to a third-party platform such as Google Drive, Soundcloud, Vimeo or Dropbox. Please provide together with the link the password details in case the link is password protected.
- Your recorded application should answer all the questions set out below in the written form. Please ensure you respond to these prompts clearly, and structure the content in relation to them, using the following timing guide: 150 words: 30 seconds - 1 minute, 250 words: 1-2 minutes

### **Selection Criteria**

We welcome applicants from all areas of knowledge, backgrounds, and life experiences.

This opportunity will suit a flexible, generous, people-concerned, active listener, collaborative, inclusive, reliable, and constructively critical candidate.

We are looking for students, researchers, creative individuals and/or professionals at the start of their careers who are concerned and passionate about arts, creativity and culture making contribution, its social impact and contribution to the world and societies most complex challenges.

Applicants are encouraged to develop a project in collaboration with any other individual/institution/organisation/department beside their own, and bring a local community building aspect engagement, so that they can then share back, feed in or contribute to this community when back in the UK.

Candidates need to have an idea of a potential project proposal they would like to develop while in Venice when applying, and demonstrate a passion for team-work, arts, creativity, culture and its social purpose.

Project themes can vary but ideas should be connected to some of the following: La Biennale, the 19th International Architecture Exhibition, the British Pavilion and/or the 2025 commissioned exhibition. Please see the suggested website links at the end of this document for ideas.

Below are the selection criteria that the British Council will judge your application against. We are looking for:

#### Section 3 - MOTIVATION AND VISION

- An interest in Venice, La Biennale, the 19th International Architecture Exhibition, the British Pavilion and/or the 2025 commissioned exhibition.
- A passion for one of more of the following: architecture, design, craft, visual art, performance, curatorial exhibitions, education, visitors' engagement, culture and its social and educational value.
- A desire to work in collaboration, build a community of practice, engage with peers, and bring a horizontal learning ("I know something you don't know, and you know something I don't know"), genuine camaraderie, active listening, innovative, creative, flexible, inclusive, and generous approaches.
- An idea of a research/creative project that can be developed during the Venice residency month: this must include the values and approaches encouraged above, as co-design and collaboration beyond your own institution/organisation, genuine camaraderie and generosity, community-network building (Venice and/or UK), inclusion, interdisciplinarity.

A clear sense of what your project could bring to its audience/community and how you
would like to continue to develop and disseminate more widely in Venice and back to the
UK with your community groups in a mutual and collaborative approach.

#### Section 4 - EXHIBITION AMBASSADOR

- An enthusiasm for the creative sector and a commitment to contribute to this as an ambassador of the British Council at the Pavilion
- Experience and/or confidence of working with people from the most diverse settings, and confidence approaching and engaging with them.
- A willingness to experiment and try things (not necessarily succeed, as failure is part of experimenting, trying, learning, and adapting)

### **Selection Process**

The Programme Partner will check applications for eligibility and forward the shortlisted nominations (up to 5 candidates per agreed Fellowship place) to the British Council. The British Council will then review, and if needed, will request a virtual interview to be able to make its final selection.

Successful applicants will be notified by the British Council before or by January 31st 2025.

# 6. Logistics

### 2025 Timeline

Date	Activity
September - November 2024	Open Call hosted by Programme Partners.
Deadline set by Programme Partner	
	Prospective Fellows to submit their applications to
	their Programme Partner.
December 2024	Shortlisting via Partner Organisations
Before or by Friday 31st January 2025	British Council to confirm selected Fellows
Before of by Friday 51 Gandary 2025	British Council to commit science i chows
February 2025	1:1 online introduction calls with Sophie Lucas,
•	Venice Partnerships and Programme Manager,
	British Council
February – April 2025	British Council to release Travel Grants (see
	detailed schedule below)
February – April 2025	British Council to host the online Induction School
Peblidaly - April 2023	for all Fellows.
26 <sup>th</sup> February	Tor all I ollows.
5 <sup>th</sup> March	As a condition of their grant, Fellows are required to
12 <sup>th</sup> March	attend every session, or the British Council has the
19 <sup>th</sup> March	right to revoke the Fellowship.
26 <sup>th</sup> March	
2 <sup>nd</sup> April	
6:30pm – 8:15pm UK time	
Fahrusani Cantambar 2025	Dritish Council to boot optional monthly online drop
February – September 2025	British Council to host optional monthly online drop- in sessions for all Fellows
	in sessions for all reliews
	nal Architecture Exhibition
Saturday 10th May - Sunday 23rd	November 2025 (pre-opening 8th and 9th May)
Monday 5 <sup>th</sup> May 2025 – Tuesday, 22 <sup>nd</sup>	Travel Groups in Venice:
September 2025	Group 1: Mon 5 <sup>th</sup> May - Tues 3 <sup>rd</sup> June
	Group 2: Sun 1st June - Tues 1st July
	Group 3: Sun 29 <sup>th</sup> June - Tues 29 <sup>th</sup> July
	Group 4: Sun 27th July - Tues 26th Aug
	Group 5: Sun 24 <sup>th</sup> Aug - Mon 22 <sup>nd</sup> Sep
Autumn 2025	Final Shawaaaing ayant
Autumn 2025	Final Showcasing event

### **Travel Groups & Dates**

Travel Group	Activity	Date
	Arrive in Venice	Monday 5 <sup>th</sup> May
	Briefing Day	Tuesday 6 <sup>th</sup> May
Group 1	Invigilation residency month	Wednesday 8 <sup>th</sup> May – Sunday 1 <sup>st</sup> June
	Crossover Day with Group 2	Monday 2 <sup>nd</sup> June
	Leave Venice	Tuesday 3 <sup>rd</sup> June
	Arrive in Venice	Sunday 1 <sup>st</sup> June
0	Briefing and Crossover Day with Group 1	Monday 2 <sup>nd</sup> June
Group 2	Invigilation residency month	Wednesday 8 <sup>th</sup> May – Sunday 1 <sup>st</sup> June
	Crossover Day with Group 3	Monday 30 <sup>th</sup> June
	Leave Venice	Tuesday 1 <sup>st</sup> July
	Arrive in Venice	Sunday 29 <sup>th</sup> June
	Briefing and Crossover Day with Group 2	Monday 30 <sup>th</sup> June
Group 3	Invigilation residency month	Tuesday 1 <sup>st</sup> July - Sunday 27 <sup>th</sup> July
	Crossover Day with Group 4	Monday 28 <sup>th</sup> July
	Leave Venice	Tuesday 29 <sup>th</sup> July
	Arrive in Venice	Sunday 27 <sup>th</sup> July
	Briefing and Crossover Day with Group 3	Monday 28 <sup>th</sup> July
Group 4	Invigilation residency month	Tuesday 29 <sup>th</sup> July - Sunday 24 <sup>th</sup> August
	Crossover Day with Group 2	Monday 25 <sup>th</sup> August
	Leave Venice	Tuesday 26 <sup>th</sup> August
	Arrive in Venice	Sunday 24 <sup>th</sup> August
	Briefing and Crossover Day with Group 4	Monday 25 <sup>th</sup> August
Group 5	Invigilation residency month	Tuesday 26 <sup>th</sup> August - Sunday 21 <sup>st</sup> September
	Showcasing (rather than crossover) Day	Sunday 21st September
	Leave Venice	Monday 22 <sup>nd</sup> September

### **Grant Release Schedule**

Travel Group	Venice Residency Dates	Grant Release Dates
Group 1	Monday 5th May - Tuesday 3rd June	Monday 17 <sup>th</sup> Feb
Group 2	Sunday 1st June - Tuesday 1st July	Monday 3 <sup>rd</sup> March
Group 3	Sunday 29th June - Tuesday 29th July	Friday 4 <sup>th</sup> April
Group 4	Sunday 27th July - Tuesday 26th Aug	Friday 25 <sup>th</sup> April
Group 5	Sunday 24th Aug - Monday 22nd Sep	Friday 25 <sup>th</sup> April

### Disclosure and Barring Service (DBS) Check

Given the public-facing elements of the Fellowships Programme, Fellows are required to provide a basic <u>Disclosure and Barring Service (DBS)</u> check certificate. This should be dated no earlier than 12 months before the first date of the Travel Group. If the Fellow does not already have a recent DBS check certificate, the British Council will cover the processing fee of £18 to apply for a basic check.

### **Travel Month in Venice**

### **Local Knowledge**

Fellows will be provided with a Pavilion Information Pack containing key information about living in Venice.

### **Pavilion Management**

M+B Studio, a Venice-based company, manages operations at the British Pavilion on behalf of the British Council. M+B studio will assign shift Rotas and manage the invigilation teams. Fellows are required to be consistent and committed to their assigned shifts.

### WhatsApp Groups

Fellows are invited to join WhatsApp groups – a group for all 2025 Fellows and a dedicated travel group. The local Pavilion Management team will be included in these groups.

#### **Travel And Medical Insurance**

All Fellows are required to book their own Health, Travel and Assets Insurance.

We recommend that Fellows book their flight/train ticket to arrive in Venice between 9am and

6pm UK time as this is the period when British Council can offer support via mobile call/message in case of any emergency. For any concerns outside of this time-window, the programme team can be reached via email, and the team will reply during working hours. More details will be provided during the induction.

We advise that Fellows apply for the <u>Global Health Insurance Card</u>. The European Health Care Card enables card-holders to access necessary state healthcare in EU countries, and some other countries, on the same basis as a resident of that country. This may be free, or it may require a payment equivalent to that which a local resident would pay. The UK GHIC is not a replacement for travel insurance. We advise that Fellows have private travel and medical insurance for the duration of the trip.

It is each Fellow's responsibility to book and manage their own Health, Travel and Assets Insurance. We recommend that Fellows search online and book according to their individual needs. This includes insurance that is appropriate for treating specific medical conditions and/or meeting individual access requirements.

Some Programme Partners – particularly universities – may already have insurance in place for students undertaking international travel. We encourage Fellows to check with their Programme Partner to confirm.

### **Accommodation**

Fellows are required to independently book and pay for their own accommodation for their month-long residency in Venice. The British Council will provide a list of sources and past Fellow accommodation listings.

Fellows should arrange cover with their travel insurance policies in the unlikely event the visit needs to be cancelled.

Venice is a small island with high rates of tourism. Fellows are advised to book accommodation well in advance – at least 30 days before the start date of the residency, but months in advance is preferable.

In case of mobility access or other needs, we strongly recommend getting in touch with the host/owner before booking the accommodation. This will enable Fellows to verify if the services of the apartment/flat match access requirements and/or health needs. Many flats in Venice do not have lifts.

For tourist flats, the owners usually ask for a "tourist tax" to be paid on site after check-in.

Most buildings in Venice are very old and often have quirks that would not be found in modern rental buildings. Many owners of the buildings are Venetian and have lived in the city for many years: they often enjoy hosting and sharing local knowledge. This is part of the charm of staying in such a historic city. Issues relating to the age of the building or weather conditions can, occasionally, arise. In these cases, Fellows are responsible for liaising directly with the owner / organization managing the rental. In unusual cases where the Fellow needs support from the British Council and Programme Partner, it is the responsibility of the Fellow to make contact directly to both the British Council and the Programme Partner about the situation in a clear and

timely manner, particularly anticipating if there is a need to communicate outside UK working hours.

Whilst it is the responsibility of the Fellow to independently manage their travel, accommodation, and day-to-day living in Venice during the residency month, we ask Fellows to keep the British Council and Programme Partners updated whilst in Venice.

### **Visas**

Fellows are responsible for arranging their own visas (if required). We recommend that Fellows check the requirements for entering Italy specifically based on their nationality (passport holder citizenship). The British Council can also provide a 'Letter of Invitation' to support a visa application but cannot fast-track the process or assist with securing appointments.

For UK national passport holders: we recommend that you check <u>gov.uk</u> for guidance regarding entering and traveling to Italy.

For other national passport holders (overseas nationals): Fellows are advised to check nationality guidance for entering and traveling to Italy as soon as a place on the Fellowships Programme is confirmed. We advise Fellows to dedicate time to this process, as this can take many weeks (or months).

When entering or leaving Venice (ITA), Fellows are advised to carry appropriate identification and travel information:

- Fellows are advised to always have their accommodation address details, booking confirmation and flight information to hand before travelling to Venice preferably in a printed version and saved in their mobiles.
- Fellows are advised to always have their British Council countersigned Grant Agreement in hand before travelling to Venice preferably in a printed version and saved in their mobiles.
- Fellows are advised to upload copies of all their important documents to their personal email, e.g., passport, grant agreement, additional ID, accommodation details, flight information and insurance details.

### Marketing, Press & Social Media

### Marketing

Fellows are invited to share the news of their involvement in the Programme.

Fellows may be invited to participate in social media campaigns as part of the British Council's digital channels: Instagram <a href="mailto:obs://example.com/obs:linkedln@BritishCouncil">obs://example.com/obs:linkedln@BritishCouncil</a>

All Fellows will be showcased in a final showcasing Yearbooks. This will follow a similar format to the 2022 and 2023 Yearbooks.

### Media & Press

The British Council has specific spokespeople designated and trained to speak to the media and there are protocols/policies in place to manage press overall. We ask Fellows to direct journalists to the British Council press contact.

We ask Fellows to be aware that journalists may see the Fellows as a representative of the British Pavilion or the British Council which means there is a potential risk Fellows could be quoted/identified in the press. For your own protection, please follow protocols above.

#### **Social Media**

The British Council recognizes that a personal social media presence is owned by an individual; while we respect an individual's right to express their own opinions, Fellows are reminded to be mindful that people may see the Fellows as a representative of the British Council/British Pavilion when participating in the Programme.

Fellows are kindly asked to behave responsibly and respectfully in posts and exchanges on social media, paying attention to tone of voice and use of language. Due to the prominence of La Biennale, social media posts can generate a lot of engagement and sometimes criticism. Fellows are requested not to share anything that could reasonably be perceived as harassing, threatening, defamatory, derogatory, intimidating, or discriminatory or which may create a legal liability for the British Council.

### 7. Behaviours

At all times, Fellows are requested:

- to treat colleagues, Steward Coordinators and Pavilion visitors with respect and politeness, showing respect for different cultures and customs.
- to be reliable, committed, collaborative in their approach towards the Pavilion team
- to have an understanding that commitments inside the British Pavilion are a key part of the Fellowship programme
- to recognize the importance of teamwork and that it is part of a collaborative effort, where each individual actions contributes to achieve the shared goal of the group
- to report or raise concerns of inappropriate behaviour with British Council staff, whether as a witness or if having been directly affected by such behaviour. In the case that Fellows are subjected to unfair treatment at La Biennale sites (Giardini and Arsenale), we advise Fellows to report this as soon as possible to the British Council for support, guidance and action measures.

Please note that any misconduct of failing to comply with the above behaviours or the British Council's code of conduct may result in the termination of the Fellow's involvement in the Programme.

### **Our Collective Group Agreement**

Openness: We commit to understand each other and not to persuade.

Respect: We aim to value each other and not interrupt. Airtime: We aim to share airtime carefully and equally. Presence: We commit to being here every week, on time.

Body language: We aim to show our presence.

Assume Best Intentions: We understand mistakes and offer encouragement. Language: We recognize that we do not all share the same mother tongue.

### **British Council Values and Code of Conduct**

### **Organisational Values**

The values of the British Council underpin everything we say and do, how we work with people, behave towards them, and communicate with them.

#### "Open and Committed"

Our belief in what we do translates into a deep and long-term commitment to people we work with and the places where we work. We tackle challenges and take responsibility with openness and honesty to bring about positive change.

#### "Expert and Inclusive"

Inclusion is at the heart of everything we do. Through inclusive conversations we learn from each other and bring together all our experience, knowledge, and expertise to deliver the best service we can.

#### "Optimistic and Bold"

We are positive and creative, and we focus on what works. Therefore, we are not afraid to make bold choices to shape a better future for everyone.

Anti-racism action plan
Equality, diversity and inclusion

### Safeguarding

#### Scope and purpose

This Safeguarding Code of Conduct applies to anyone working with or for the British Council. This includes staff, trustees, contractors, agency staff, consultants, volunteers, and interns.

The purpose of this Safeguarding Code of Conduct is to set out the behaviour expected of all staff, ensuring that everyone is aware of their responsibilities, thereby providing assurance to all about the British Council's commitment to promoting a safe environment for children and adults. This Code of Conduct sits alongside the Safeguarding Policy and other procedural documents that make up the Safeguarding Framework.

The Safeguarding Code of Conduct is always applicable. Breaches of the Code of Conduct may be grounds for disciplinary action up to and including dismissal.

The Safeguarding Code of Conduct is applicable in the UK and globally wherever local conditions allow. Where practices and legislation are more developed and extensive than in the UK, we aim to meet these. British Council staff irrespective of their work location are expected to abide by local laws and are required to ensure their behaviour conforms with the Code of Conduct.

### **Safeguarding Code of Conduct Standards**

As a British Council employee, you must uphold the integrity and reputation of the British Council by ensuring that your professional and personal conduct is consistent with the British

Council's values and standards. In doing so, you must:

### Always:

- Treat all people equally and fairly with respect and dignity.
- When working in an international context or travelling internationally on behalf of the British Council, be observant of local laws and respectful of local customs.
- Ensure that your conduct, both at work and outside of work, does not bring the British Council into disrepute or undermine your ability to undertake the role for which you are employed.
- Listen to and respect children and adults, empower them and, where appropriate, allow them to participate in planning and delivering activities as much as possible.
- As far as possible, be visible and accessible when working with children and adults.
- Dress appropriately at work and in any situations in which you are representing the British Council.
- Be aware of situations which may present risks for children and adults and take appropriate action to control and mitigate any risk of abuse or harm.
- Exercise due care always.
- Hold yourself accountable for your behaviour and appropriately challenge or report behaviour in others which contributes to poor practice.
- Report any concerns you may have about the protection or wellbeing of a child/children or adults at risk to your Safeguarding Focal Point, or to the Global Safeguarding Team using the Report it Form.
- Handle information relating to incidents confidentially and share information with only those who need to be informed in accordance with this guidance. This is necessary to protect the privacy of those involved.
- Teachers are encouraged to consult the Safeguarding intranet page which has additional resources to ensure teaching is as safe as possible.
- Ensure that email communications are always sent and responded to via British Council business email accounts.
- Adhere to all legal and health and safety requirements in effect at your work location.
- Comply with any organisational health and safety and security guidelines and procedures.
- Behave in a manner such as to avoid any unnecessary risk to the safety, health and welfare of yourself and others at work, at beneficiary organisations and in the community.

#### Never:

- Hit or otherwise physically assault or abuse children or adults.
- Behave in a way meant to shame, humiliate, belittle, or degrade anyone.
- Show differential treatment or favour to children or adults to the exclusion of others.
- Never use language or make suggestions open to being misconstrued as inappropriate, offensive, or abusive.
- Spend time alone with a beneficiary / customer child or adult at risk away from others.
- Engage in abusive or exploitative activity or behaviour.
- Engage in sexual activity with a child (persons under the age of 18). Mistaken belief in the age of a child is not a defence.
- Pay for sexual services of any kind at any time with anyone under the age of 18 years old, even if the age of sexual consent in a country is below 18.
- Exchange money, employment, goods or services for sexual favours or other forms of degrading exploitative behaviour.
- Engage in any exploitative activities for personal or commercial gain with children or adults, including child labour or human trafficking activities.

- Expose children or adults to pornographic/indecent materials of any form.
- Permit or encourage children or adults to take part in activities that are illegal, unsafe, or abusive.
- Take or condone the taking of illegal drugs.
- Work while under the influence of alcohol or illegal drugs.
- Sleep in the same room as a child or vulnerable adult who is a British Council beneficiary or service user.
- Invite or allow a child you have met through work into your home.
- Enter a child's home without invitation and without the agreement of your line manager as to the purpose, or without another member of staff present.
- Enter the home of an adult beneficiary without agreement of line management as to the purpose of your visit.
- Encourage children or adults to communicate privately with you using personal email accounts, social networking sites, mobile phones, or other means of communication.
- Use British Council IT equipment, software or e-mail and social media platforms to engage in activity that is illegal under local or international law or that encourages conduct that would constitute a criminal offence. This includes any material that intimidates or harasses any group based on protected characteristics or encourages extremism.
- Use the British Council's IT equipment to view, download, create, share, or save in any format, inappropriate or abusive material including but not limited to indecent images of children and or adults.
- Take photos of children or adults participating in British Council activities without obtaining prior consent. Written parental consent or consent from a child's legal guardian is always required prior to taking and using photographs, and audio or video materials.
- Allow allegations or disclosures of abuse to go unreported.
- Divulge confidential information relating to colleagues, work-related matters or any sensitive information unless legally required to do so.
- Agree to keep secret information relating to abuse or exploitation of a child or adult.

### 8. Programme Impact and Outcomes

The Fellowships Programme is a key part of the British Council's presence in Venice, supporting the exhibition programme as well as being a platform for the development of new creative careers and future leaders. The Fellowship offers a unique opportunity for emerging creatives to represent the UK on an international level whilst broadening their perspective, making connections and developing their creative practice.

'The programme offers a live space for fellows to learn and develop, be inspired through a groundbreaking opportunity where they get to invite dialogue with so many different cultures and walks of life and experience the power of creativity and the arts'

Skinder Hundal, Director Arts at British Council

The Programme enables creative students and professionals to spend a month in Venice during the world's most important art and architecture biennials. As exhibition ambassadors at the British Pavilion, the Fellows enrich and activate our exhibition programme. They engage visiting members of the public and expand the impact of the show. Alongside this practical residency, Fellows have the opportunity to develop their own research or practical creative projects and use La Biennale as a platform for artistic and professional development. Through these contributions, Fellows elevate the Pavilion to an important reference point for universities and creative organisations around the world.

Since initiating the Fellowships, the Programme has welcomed over 400+ UK-based participants, from which:

- 65% have gone on to work in the arts/creative/cultural sector.
- 35% pursued/remained in the academic or researcher sectors.

Through their training and experience in supporting the exhibition at the British Pavilion, Fellows learn techniques for enhancing a visitor's understanding and expanding their perspectives on the show. The stewarding experience provides them with valuable work experience and confidence in contributing to a gallery setting.

'The Venice Fellowships has allowed my creative world to expand.

Collaborating with artists of many disciplines was an invaluable experience.'

Past Fellow

The Programme also offers the opportunity for emerging artists, architects and creatives to develop their own practice and position their own work within an international context. There have been incredible exhibitions and presentations of work made on the Fellowships Programme. Connections are formed which continue to this day, with Fellows interacting on creative and academic projects for years to come. Fellows also benefit from the nurturing and development of their own 21<sup>st</sup> century vital skills, including increased personal confidence,

intercultural fluency, collaboration, resilience, new perspectives and more refined ambitions for their own career trajectories.

'The Fellowships Programme was hugely significant part of my personal and professional growth; creating a springboard into my career which I will always be thankful for. Being surrounded by the energy of the Venice Biennale inspired me to challenge myself by undertaking the opportunities that were presented during this period. Engaging with the British Council created a foundation to take a step forward and realise my potential in the art world. It is a truly a programme that allows you to get out what you put into it!'

Past Fellow

### 2022 Programme Evaluation Report key highlights:

- 92% of Fellows believe their employability is enhanced after participating in the Programme.
- 92% believe they are more likely to get work opportunities that would not have been open to them without the Fellowships Programme.
- 71% believe that they can secure greater remuneration in the short term when applying for jobs.
- The Exhibition Ambassador residency at the British Pavilion resulted in an extensive skills development for the Fellows, but most strongly in improving: "cultural awareness & understanding", "communicating with audiences & exhibition interpretation", "personal confidence & resilience", "foreign language skill", "team-work & problem-solving", "timemanagement & planning".
- The Fellowships has resulted in 75% of Fellows better prepared for designing future research; 75% of Fellows better prepared for professional/academic international collaborations; 71% better prepared for future creative practice; and 67% better prepared for personal international collaboration.
- The Fellowships has helped Fellows build a wider, diverse network of contacts, which will be source of support, inspiration and opportunity in the future. Fellows reported that new lasting relationships have been forged particularly within residency groups and new contacts have been made with speakers from the Online Induction Training and with those in Venice from outside the Programme.

Further information about the outcomes of our Fellowships Programme can be found in  $\frac{2022}{2023}$  Yearbooks.

### Contact

If you have any questions relating to the Venice Fellowships Programme or application process, please speak directly with your Programme Partner contact in the first instance.

Alternatively, you can contact the British Council Venice Fellowships Programme team venicefellowships@britishcouncil.org

### **Useful Websites**

La Biennale - Architecture 2025

British Pavilion at La Biennale

Venice Fellowships Programme

**British Council** 

British Council - Architecture, Design, Fashion

**British Council - Visual Arts** 

British Council - UK-Kenya Season 2025

<u>Dezeen - "UK-Kenya team to turn British Pavilion "inside out" for 2025 Venice Architecture</u> Biennale"