Sample email to cultural sector professional (to be adapted depending on who is sending the email, the PI/COI or the PDRA)

Dear X

I am writing to see if you would be willing to participate in a research project called “Cultures of Anti-Racism in Latin America”. The purpose of the research is to find out how artists in society use their particular form of expression to explore questions of multiculturalism, ethnic diversity, indigenous and Afro-descendant rights, and racism. And how they use art to challenge racism in the society. We are also interested in how the cultural sector, whether private or public, is dealing with these questions, which is why I am contacting you. I believe your work in [name the relevant organisation] would be relevant for our research.

The project is being run by three academics from the University of Manchester (United Kingdom), Professor Peter Wade, Professor Lúcia Sá and Dr Ignacio Aguiló. We are in working in three countries - Argentina, Brazil and Colombia - and in each we are counting on the support of a respected academic partner: Professor Ezequiel Adamovsky for Argentina, Professor Felipe Milanez for Brazil, and Professor Mara Viveros Vigoya for Colombia. In each country, the research is being carried out by a junior researcher, who in the case of [Argentina/Brazil/Colombia] is me/XX.

I wondered if you would be willing for me to contact you to explain further what the project is and what your involvement would involve. I can mention now that the project will involve a public event in Buenos Aires/Salvador/Bogotá, at which some of the artists we will work with can present their work and to which other people who participate in our research would also be invited. The project also involves creating an online exhibition space, where the works of many of the artists with whom we work will be presented and accessible to an international audience.

I look forward to hearing from you.

With best wishes

XXX