

Contract Brief

Title:	Wessex Museums Partnership Exhibitions Plan 2023-26
Location:	Home based, required to travel to the Wessex Museums.
Fee:	£6000 inclusive of VAT and expenses
Status:	Freelance contract through the Bournemouth, Christchurch & Poole (BCP) Council on behalf of Wessex Museums
Reporting to:	Wessex Museums Partnership Manager
Contract:	Mar – Dec 2021

1. Introduction

- 1.1 Wessex Museums is a thriving partnership of the four principal museums across Dorset and Wiltshire that tell the stories of Wessex from prehistory to now, namely: Poole Museums, Dorset Museum, The Salisbury Museum and Wiltshire Museum. Over 300,000 people visit the partner museums each year.
- 1.2 Wessex Museums exists to build the relevance and resilience of museums in our region and our aim is to support museums to connect, inspire and add value to peoples' lives.
- 1.3 As part our future business planning, Wessex Museums requires an experienced museum exhibition producer with experience of working with on major exhibitions, with artists and through partnerships, to develop a three-year partnership exhibitions plan. The plan will inform our next National Portfolio Organisation funding bid to Arts Council England at the end of 2021.

2. Purpose of the Brief

- 2.1 To develop a three-year (2023-2026) partnership exhibitions programme plan for Wessex Museums, which will:
 - Demonstrate a clear connect with our target audiences (local underserved communities, families, children & young people). Consideration should also be given to our core audiences (e.g. over 50s, local audiences, domestic and international tourists).
 - Integrate with and expand on the themes in our partnership interpretation strategy and our museums' collections.
 - Have contemporary relevance.
 - Bring dynamic, unique and where it fits with our ethos, high-profile programming to our museums and the region.

3. Role and Outputs

3.1. The contractor will lead on developing a plan for partnership exhibitions from April 2023 – March 2026. They will be guided by the Wessex Museums interpretation [Strategy](#) and consider the partnership exhibitions ideas put forward by the Programming Working Group and external partners we are working with.

3.2. In developing the three-year plan, the contractor should explore opportunities to:

- Explore the themes in our interpretation strategy and the issues of our times (e.g. climate change).
- Amplify the stories and voices of our underserved audience groups, including through co-production.
- Unlock, research, decolonise and/or conserve lesser known parts of the museums' collections.
- Partner together, with other museums (including museums in Dorset/Wiltshire and nationals), academic institutions, artists, etc, to develop high quality, 'home grown' exhibitions for the partnership.
- Tour our home-grown exhibitions to other venues.
- Buy-in exhibitions (e.g. through the Touring Exhibitions Group) that resonate with the partnership's ethos, the museums' collections, target audiences, and the region.
- Use a range of delivery models across our four venues and beyond, (e.g. touring, digital exhibitions, exhibitions in multiple venues, etc).
- Deliver wider programming, engagement and events (including digital) that fit with our audience priorities.

3.3. The partnership exhibitions plan should include:

- Detailed exhibition topics/themes and an indication of the links to the partner museums' collections and or other museums collections, where appropriate. This is likely to include outline suggestions for potential partnership and/or external loans.
- Identified target audience groups.
- The suggested delivery model for each exhibition proposal (e.g. display in one partner museum then toured to the others).
- A partnership exhibition master programme to include estimated exhibition run dates and installation periods. The plan will need to ensure that the partnership exhibition programme meshes with the individual museum's exhibition programmes, capital development programmes at three of our museums, and takes account of the logistical requirements and resource capacity at each of the four venues.
- Cost estimates for each exhibition proposal. Cost proposals should be developed with an awareness of Wessex Museums' current funding profile as well as the exhibition budgets in each of the partner museums and should indicate potential external funding streams where

possible. The plan will be used to support the partnership's application for National Portfolio Organisation funding in 2021 (for the period 2023-2026), as well as applications to other potential funders.

- Partner organisations where relevant.
- Suggestions for wider programming, engagement or events linked to each exhibition.

3.4. The contractor will be expected to work closely with the Wessex Museums team, the Programming Working Group and curatorial/exhibitions staff in each of the partner museums to build the plan through a collaborative approach.

3.5. It is understood that the amount of detail that can be included in the plan will vary according to the timing / stage of development of each exhibition proposal. However, the plan should aim to include as much detail as possible and where there is further development work needed, an indication of what will be required should be provided. The template exhibition proposal form in the Wessex Museums interpretation strategy is a useful tool which the contractor could use to develop each exhibition.

4. Copyright

4.1 The copyright for any material produced by the contractor during the course of the contract will be the property of the Wessex Museums.

5. Location

5.1 The contractor will work from their own premises but will be expected to attend meetings digitally or in person where possible, and to work closely with staff in the Dorset and Wiltshire museum locations. The contract requires access to the internet, a phone line and the ability to travel to meetings.

6. Timescale

Deadline for proposals	17 Feb 2021
Interviews	3 March 2021
Consultant appointed	8 March 2021
Development of plan	Mar – Sep 2021
Draft plan	Sep 2021
Presentation of final plan	Nov 2021
Contract close	Dec 2021

7. Remuneration for the Contract

7.1 The total fee for this contract is £6000 inclusive of VAT and travel expenses.

- 7.2 The contractor will be responsible for their own pay, tax, National Insurance and pension contributions.
- 7.3 Payment will be made against agreed outputs and paid on or near the following dates:
- **Instalment 1:** £4000 upon agreeing the specification and contract (Mar 2021)
 - **Instalment 2:** £1000 upon completion of the draft plan (Sep 2021)
 - **Instalment 3:** £1000 upon completion of the contract (Dec 2021)
- 7.4 The BCP Council operates 30-day payment terms. All invoices will be paid by 30 days from the date of issue of the invoice. Payments will be made by BACS.

8. Health & Safety

- 8.1 The contractor will be responsible for managing their own health and safety and those they work with, complying with all relevant legislation.
- 8.2 Desk space can be made available at the partner museums subject to Covid-19 restrictions, on an ad hoc basis via previous arrangement. The site specific health and safety regulations should be adhered to. A briefing will be provided.

9. Insurance

- 9.1 The contractor will be required to have professional indemnity insurance (min. £1m). The contractor will be asked to produce copies of their current insurance certificates.

10. Submitting a Proposal

- 10.1. Contractors are asked to submit a written proposal that includes:
- Written details of how you meet the criteria for selection and no more than two sides of A4 describing how you would undertake the work outlined above.
 - Details of the individual/s who will work on the project along with their CVs.
 - An outline of previous experience in this area of work and an example of this work.
 - Two references.
 - A breakdown of the fee linked to the activities required to deliver the brief, according to number days and daily rates.
- 10.2 Please apply by **12pm on Wednesday, 17 February 2020** by email to: Kristina Broughton, Wessex Museums Partnership Manager:
kristina.broughton@bcpcouncil.gov.uk

11. Qualifications, Skills and Experience

11.1 The contractor must be able to work independently and work with a wide range of partner organisations. The criteria below must be met:

Attributes	Criteria	Method of Assessment
Experience	<p>Substantial track record of exhibition concept development, and delivery in a heritage/museums context, including strategic planning and programming.</p> <p>Practical experience of delivering exhibitions with multiple partners/venues, including community groups through co-production.</p> <p>Experience of working with museums, artists, community groups.</p> <p>Experience of securing funding for exhibitions.</p>	CV& Interview
Aptitudes & Abilities	<p>An innovative approach and ability to develop ideas for exhibitions that showcase the museums' collections and appeal to a range of audiences.</p> <p>Excellent communication and interpersonal skills and an ability to work with a wide range of stakeholders.</p> <p>A network of relevant contacts.</p> <p>Ability to undertake research.</p> <p>Highly developed project management skills.</p> <p>Ability to analyse complex data and present it with clarity to a range of audiences.</p> <p>Ability to construct complex budgets.</p> <p>Ability to meet deadlines under pressure.</p>	Proposal, CV & Interview
Knowledge& understanding	<p>Knowledge and understanding of exhibition design and logistics, different delivery models (including digital).</p> <p>Strong knowledge of the current museums' exhibition landscape including touring and bought-in exhibitions.</p> <p>Knowledge and understanding of Let's Create.</p> <p>An understanding of the working environment and resource constraints for both local authority museums and independent museum trusts.</p> <p>Knowledge of the museum exhibition funding landscape.</p>	Proposal, CV & Interview

<p>Attitude & Motivation</p>	<p>Ability to negotiate, persuade and advocate. Friendly, helpful and collaborative attitude. Ability to motivate and coach others. Take ownership of tasks and see them through to completion.</p>	<p>CV & Interview</p>
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