

Invitation to quote

Role:	Song map artist for <i>Lost & Found: Redefining the folk arts and traditions of Wessex</i>
Location:	Own premises, required to travel in Dorset and Wiltshire
Status:	Freelance contract through Wessex Museums
Reporting to:	Wessex Museums Project Manager
Commencement Date:	June 2024
Termination Date:	October 2024

1.0 Introduction

1.1 Wessex Museums is a thriving partnership of the five principal museums across Dorset and Wiltshire that tell the stories of Wessex from prehistory to now, namely: Poole Museums, Dorset County Museum, The Salisbury Museum, Swindon Museum & Art Gallery, and Wiltshire Museum. Wessex Museums exists to build the relevance and resilience of our museums. Our mission is: *to support museums to connect, inspire and add value to people's lives.*

1.2 Wessex Museums is an Arts Council England National Portfolio Organisation (NPO). As such we have an ambitious public programme to deliver between now and 2026. As part of this, Wessex Museums is delivering a project about folk art and traditions of Wessex entitled *Lost & Found: Redefining the folk arts and traditions of Wessex*

1.3 In November 2023 we received a grant from the National Lottery Heritage Fund to support this project.

1.4 The main output of the project will be the exhibition *Un/common People: folk culture in Wessex* that will showcase the joint collections of the 5 museums and tour to 4 venues between November 2024 and May 2026.

1.5 Wessex Museums has completed audience consultation for this project through a series of focus groups, the findings of which helped shape an initial interpretation strategy, completed in 2023.

1.6 The target audiences for the exhibition are as follows:

- Local visitors
- Families
- Local communities

1.7 An external curatorial team has been commissioned to curate and complete the 3D design of the exhibition.

2.0 ***Un/Common people: folk culture in Wessex exhibition themes***

2.1 The exhibition will be arranged around 4 main themes and a series of key words:

- **Un/Common place:** public, private, urban, rural, coastal physical spaces. Land is a key word here. Local. Region. Territory. Beating the Bounds. Exclusion. Belonging. Not belonging. Freedom. Domestic spaces. Landscape. Sacred sites. Seascape. Genius Loci.
- **Un/Common making:** to make as a creative act. Materials. Form. Shape. Colour. Texture. Layering. Process. Skill. No formal training. Personal expression. Leisure. Customised. Therapy. Mark making. Upcycling. Recycling. Repurposing. Graffiti. Crafting. Tools. Functional. Decorative. Personalised. Utilitarian. Value. Everyday materials. Tools. Classification. Hierarchies. Collecting. Collections (public and private). Making a collection. Decolonising. Preservation. The body of the collection. Collecting the past now, and securing the future.
- **Un/Common stories:** Folklore. Interpretations. Language. Stories. Dialect. Meaning. Memory. For the record. Testimony. The spoken word. Text. Protest. Fears. Hope. Past. Now. Future. The People's stories. Notebooks. Record keeping. Museum cataloguing. Terminologies. Diaries.
- **Un/Common people:** Local people. Community groups. Ceremony. Festival. Pageant. Protest. Kindred. Fandom. The collective. Coming together. Sharing.

3.0 **Purpose of the Brief**

3.1 For the exhibition, Wessex Museums is looking for an artist or signwriter to produce a map for display in the exhibition which provides a graphic exhibit through which to interpret the intangible heritage of the region (namely songs, tunes and storytelling). The final selection will be based on the artist's research and collaboration with the curatorial team and experts from the partner museums. Five pieces of music included will be selected and recorded by a musician/composer with whom the artist will be expected to work also.

3.2 A digital version of the map will support interactive audio access to the 5 commissioned folk music pieces as part of this interpretation. This will be accessed within the exhibition space. The final interpretive solution will be determined with the artist and a musician/composer for which there is an accompanying commission.

3.3 This commission will form part of the interpretation of the exhibition and the appointed artist will be required to co-ordinate their work with that of the curatorial team and ensure that their outputs align with the exhibition narrative and responds to audience interests and needs.

- 3.4 A separate commission for a musician/composer(s) to represent the music created through the creation of a folk music map accompanies this work.
- 3.5 The appointed artist will be required to work closely with the musician/composer(s) to ensure these outputs are integrated into a final exhibit.
- 3.6 The outputs will be a physical map to be exhibited in the exhibition alongside the digital, interactive version.
- 3.7 Potential suppliers are welcome to submit a proposal for both commissions.

4.0 Scope of services

- 4.1 To create a 2D physical map of the Wessex region (approx. 2m x 2m), highlighting the five partner museums (Dorchester, Poole, Salisbury, Devizes and Swindon) and key locations associated with stories/songs and to reference the 5 songs that will be recorded and presented through additional digital interpretation. This will form a key exhibit in the exhibition.
- 4.2 The map should be provided in both physical and digital format (format tbc) and allow for space to integrate links to the intangible heritage elements (5 x folk music pieces).
- 4.3 The Artist will liaise with the musician/composer to co-ordinate the content for which there will be music as part of the interpretation.
- 4.4 The map should be, as much as is possible, to scale with realistic geographical spacing.
- 4.5 The Artist will be required to work closely with the curatorial team, experts from partner museums, and project manager, and will receive feedback from them on the proposed drawings.
- 4.6 To complete research about the map content to inform final content and support the interpretation, physical and digital. This should both represent the themes of the exhibition and introduce diverse and inclusive representations of folk.
- 4.7 To work with Wessex Museums to consider and apply best practice possible regarding accessibility for audiences.
- 4.8 To work with the Wessex Museums to consider and apply best practice possible regarding environmental sustainability.

5.0 Rights and Permissions

- 5.1 Wessex Museums would like exclusivity of the images until 31 May 2026, but the copyright would remain with the Artist.
- 5.2 Wessex Museums will have license for usage from 1 October 2024 to:
 - Reproduce the image as graphic (online, print, exhibition, and any other reasonable use)
 - Reproduce the image on merchandise sold in the four partner museums.
 - Any remaining stock ordered before this date, depicting the work, could be sold after the end date.

- Before the agreement expires, the Artist will offer Wessex Museums the opportunity to extend the agreement or renegotiate terms for future use.

5.3 The Artist will have:

- rights over all preliminary drawings and incidental sketches.
- copyright of the final artwork.
- the right to promote the artwork through their own media channels.
- their name credited in the exhibition © name date and artist's website.

6.0 Location & Equipment

6.1 The person appointed will work from their own premises.

6.2 The contractor will be expected to provide and is responsible for their own equipment to produce the artwork.

7.0 Outline Timescale

Brief released by Wessex Museums	8 May 2024
Deadline for proposals	28 May 2024
Evaluation of proposals	30-31 May 2024
Artist appointed	w/c 3 June 2024
Songs to be included	
confirmed by musician/composer (separate commission)	w/c 28 June 2024
Proposed full content presented to Wessex Museums	w/c 8 July 2024
Initial draft of drawing for client feedback	w/c 5 Aug 2024
Final artwork and digital files to Wessex Museums	w/c 27 Sep 2024

8.1 The Artist will be required to have professional indemnity insurance (min. £1m) and public liability insurance (min. £1m). The Artist will be asked to produce copies of their current insurance certificates.

9.0 Health & Safety

9.1 The Artist will be responsible for managing their own health and safety and those they work with, complying with all relevant legislation.

10.0 Budget

10.1 The maximum budget available for this contract is £2800.00 exclusive of VAT and inclusive of all expenses.

10.2 The Artist will be responsible for their own pay, tax, National Insurance and pension contributions.

10.3 Payment will be made in instalments, the dates of which are to be agreed following appointment.

10.4 Wessex Museums 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.

11.0 Response to brief

11.1 Please submit responses to brief, to include:

- At least two examples of your work and a rough concept sketch that responds to the subject matter of this brief. (2 sides of A4 max)
- Your approach to how you will meet the brief.
- High level programme for completion of the work including key tasks and milestones (1 side of A4).
- Quotation for proposed fee, to include all expenses and VAT and day rate/number of days (1 side of A4)
- Submissions should be returned to hello@wessexmuseums.org.uk by: 28 May 2024.
- We anticipate the contract will be awarded w/c 3 June 2024.

11.2 To arrange an informal discussion about the commission brief in advance of the deadline, please contact: Rachel.mulhearn@wessexmuseums.org.uk