

Contract Brief for the Wessex Museums Partnership

Brief for a contract with Bournemouth, Christchurch & Poole (BCP) Council, on behalf of The Wessex Museums Partnership

Role:	Exhibition Concept Developer – Thomas Hardy Exhibition
Location:	Home based, required to travel to the Wessex Museums.
Fee:	£10,000 + VAT, but inclusive of expenses.
Supplier:	TBC
Status:	Freelance contract through the BCP Council on behalf of the Wessex Museums Partnership
Reporting to:	Director, Dorset County Museum and the Wessex Museums Partnership Manager
Commencement Date:	As soon as possible
Termination Date:	31 May 2019

1. Introduction

- 1.1 The Wessex Museums Partnership is a thriving consortium of the four principal museums across Dorset and Wiltshire that tell the stories of Wessex from prehistory to now, namely: Poole Museum, Dorset County Museum, The Salisbury Museum and Wiltshire Museum. Over 300,000 people visit the partner museums each year.
- 1.2 Our ambition is: *to inspire more people to explore and enjoy the outstanding art and heritage of the region and to understand its significance to their lives. By sharing the amazing story of the region in new and exciting ways, we aim to make a major contribution to the cultural, social and tourism economies of Dorset and Wiltshire.*
- 1.3 It is an exciting moment for the Wessex Museums Partnership as from April 2018, we became one of the Arts Council England's new National Portfolio Organisations (NPO). As such we have an ambitious programme to deliver over the next four years.
- 1.4 As part of our NPO programme, the partner museums will deliver a major exhibition on the life and work of Thomas Hardy in the summer of 2021. We wish to use the exhibition as a platform to engage more diverse audiences in Hardy's life and work, and how it connects the history and context of the Wessex landscape. The exhibition will take place simultaneously in all four of the partner museums, telling different 'chapters' of a single narrative around Thomas Hardy. The exhibition will then tour a minimum of 4 venues nationally. (see accompanying information for further detail).
- 1.5 The Wessex Museums Partnership requires an experienced exhibition specialist to develop the concept of this important exhibition for the partnership.

2. Purpose of the Brief

- 2.1 The Consultant will research and develop the concept (including outline content, key messages and objects) for the partnership-wide Thomas Hardy exhibition programmed to start in the summer of 2021.

3. Role and Outputs

- 3.1 To develop the exhibition concept based around a thematic divide between the four partner venues as follows:
- i. DCM – Hardy and the Country
 - ii. Salisbury Museum – Hardy and the Town
 - iii. Wiltshire Museum - Hardy and the Ancient Landscape
 - iv. Poole Museum - Hardy and the Sea
- 3.2 Researching the Thomas Hardy based collections across the four partner museums and beyond to develop exhibition content, a cohesive narrative and interpretation that tells the story of Hardy's Wessex and links the partner museums.
- 3.3 Identification of key objects in the museums' collections and other Thomas Hardy collections held nationally and internationally to identify potential key objects/loans to be included in the exhibition that support the overall concept and narrative, and the individual character of the exhibitions in each museum.
- 3.4 Present and test the exhibition concept in a workshop with key experts, curatorial staff and other stakeholders from the partner museums near the end of the contract period.
- 3.5 To write a concept document (suitable for use by in-house curatorial teams and exhibition designers to see the project through to final completion) that outlines the following facets in each Museum's Hardy exhibition:
- i. Key Messages
 - ii. Target Audiences
 - iii. Story Narrative
 - iv. Key Object Allocation
 - v. Priority Loan Requests
 - vi. Initial Image Research
 - vii. Interpretation Strategy, including storyboard and sample text
- 3.6.1 The Consultant will be required to work closely with curatorial staff in each of the partner museums and in particular, the Exhibitions Officer at Dorset County Museum, who will provide 1-day per week to support the delivery these tasks.
- 3.6.2 The Exhibitions Officer has prepared a number of outline papers that were used to inform the Wessex Museum's partners' initial development of this exhibition. They are attached as appendices to this briefing document:

1. DCM Initial Exhibition Summary Document
2. DCM Initial Exhibition Presentation
3. Wessex Exhibition Aims and Outcomes

4. Copyright

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

5. Location

- 5.1 The person appointed will work from their own premises, but will be expected to attend meetings and work 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	27 Feb 2019
Interviews	w/c 4 March 2019
Consultant appointed	March 2019
Research & Concept Development	March – May 2019
Concept Workshop	May 2019

7. Remuneration for the Contract

- 7.1 The total fee for this contract is £10,000 plus VAT. Travel expenses are included in the total fee. It is anticipated that the contractor will provide around 40 days work for the total sum quoted.
- 7.2 The contractor will be responsible for their own pay, tax, National Insurance and pension contributions.
- 7.3 Payment will be made quarterly, in instalments as follows:
Instalment 1: £7000, March 2019 (upon agreement of the contract)
Instalment 2: £3000, end May 2019 (upon completion of the contract)
- 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. Insurance

- 8.1 The Consultant will be required to have professional indemnity insurance (min. £1m) and public liability insurance (min. £10m). The Consultant will be asked to produce copies of their current insurance certificates.

9. Health & Safety

- 9.1 The Consultant will be responsible for managing their own health and safety and those they work with, complying with all relevant legislation.
- 9.2 Desk space can be made available at the partner museums 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. Submitting a Proposal

- 9.1 Consultants 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.
- 9.2 Please apply by **5pm on Wednesday, 27 February 2019** by email to: Kristina Broughton, Wessex Museums Partnership Manager:
k.broughton@poole.gov.uk

10. Qualifications, Skills and Experience

- 10.1 The Consultant 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, interpretation and curation in a heritage/museums context, including strategic planning.</p> <p>Experience of working with museums collections (specific experience with costume, social history and film would be an advantage).</p>	CV & Interview
Aptitudes & Abilities	<p>An innovative approach and ability to design exhibitions that 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>Ability to undertake research.</p> <p>A highly developed level of written communication,</p>	CV & Interview

	<p>including the ability to write for different audiences.</p> <p>Ability to analyse complex data and present it with clarity to a range of audiences.</p> <p>Ability to meet deadlines under pressure.</p>	
Knowledge & understanding	<p>Strong historical knowledge of the period that Thomas Hardy was working in and depicting in his writing.</p> <p>Knowledge of Hardy's key works.</p> <p>Knowledge and understanding of exhibition design and logistics.</p> <p>An understanding of the working environment for both local authority museums and independent museum trusts.</p>	<p>CV & Interview</p> <p>CV & Interview</p>
Attitude & Motivation	<p>Ability to negotiate, persuade and advocate.</p> <p>Friendly, helpful and collaborative attitude.</p> <p>Ability to motivate and coach others.</p> <p>Take ownership of tasks and see them through to completion.</p>	<p>CV & Interview</p>