

TENDER OPPORTUNITY

RE-ANIMATE - Brief for artist-led workshops for schools



Hat Factory Arts Centre



Stockwood Discovery Centre



Wardown House Museum

Summary	The Culture Trust is seeking to appoint a dynamic and experienced artist practitioner to deliver workshop sessions as part of the re-engagement of our cultural learning programme for schools, to re-animate cultural venues and sites after the lengthy closure due to the Covid-19 pandemic.
Budget	Fixed fee to be tendered against delivering the brief
Timescale	From May 2021
Informal discussion	Caroline Simon, Head of Cultural Learning and Skills, caroline.simon@culturetrust.com
Deadline for tenders	Monday 26 th April 2021 (Midday) via email – see section 3

Established in 2008, the Culture Trust, Luton is a vibrant and progressive independent charity and our mission is *'to connect communities through culture'*. We do this through our accredited museums, theatres, galleries, creative workspaces and Arts Centre in Luton. Pre-Covid we attracted over 285,000 visits per annum. We animate six sites: The Hat Factory Arts Centre, Luton Library Theatre, Hat House creative workspace, Storefront Gallery, Wardown House Museum & Gallery and Stockwood Gardens & Museum.

We present a multi-cultural year-round programme of events, exhibitions, workshops and performances. We support creative talent and skills by providing opportunities, platforms and cultural career progression for young people. We care for a collection of over 2 million artefacts, 1.5 million photographs and maps and hold the most extensive and complete hat and headwear collection in the UK. We actively to encourage more of Black and Asian communities and individuals to engage. This is a key driver of our work and we seek to better mirror the community we serve. We co-produce activity with our community, Museum Makers volunteers and team of cultural experts.

More information can be found on www.culturetrust.com

1. The Brief

We are a large, multifaceted organisation with a proven track record of delivering high quality cultural learning sessions inspired by our programmes, venues and collections. Our next step is to expand our Cultural Learning Offer to boost Creativity, Skills Development and to inspire Creative Career choices. Post lockdown, we need to kick-start our work with schools via a creative programme of workshops both in school with the aim to re-build our relationship with educational settings, and in turn at our venues to re-gain schools trust in visiting us.

Brief Requirements

We would like you to develop and deliver creative session plans for KS1, KS2 or KS3 settings in and around Luton. You are invited to propose one or more sessions linked to the specific themes outlined below.

Day fee of £250 inclusive of planning. Pro rata rate of £125 for half day of workshops or £70 per hour.

1. The session plans must meet the following requirements:

- Design a 60 minute long creativity skills workshop
- Accommodate a class group of 30 children and accompanying adults (as per age group).
- To be delivered in school and/or at either the Hat Factory, Stockwood Discovery Centre OR Wardown House, Museum and Gallery. Please specify if a site is specific to your session plans.
- List of facilities required on site (in school or Culture Trust Venues)
- List of materials to be provided by artist practitioner and/or by the Culture Trust.
- Content to be adaptable for different age groups as appropriate. Please specify age group you are targeting if relevant. The Trust currently works with children in the following age ranges KS1 (age 5 - 7), KS2 (age 7 – 11), KS3 (11- 14).
- Outline Creative skills to be achieved by learner in the session. ie what will they learn by the end of the session?
- Have comprehensive Risk Assessment for any activity.

We need a constant voice and visual language across our sites and our cultural learning programme. Once appointed, our staff team will work with you to produce lesson plans and Risk Assessments with our branding for promotion to educational settings via our Website, Social Media and promotional activities.

2. Creativity Skills Theme

The following themes are inspired by our programmes, venues and collections and aim to provide a comprehensive list of possible careers and creative skills in action at the Culture Trust. Where possible, your session plan should relate to one of the themes listed below.

- Physical Creativity – *the production of 3D work*
- Visual Art – *the creation of 2D work, eg. printmaking, graphic art, Manga etc.*
- Creativity and STEAM – *Links to creative subjects and Science, Technology, Engineering, Art and Mathematics.*
- Mini Curators – *be inspired, investigate and interpret our collections, through locally relevant stories.*
- Performing arts skills – *Confidence, projection and performance*
- Music and sound – *eg. beatboxing, audio production. Both on-stage and back-stage roles*
- Film and photography – *technical and creative skills*
- Creativity and Nature – *eg. Links to ecology and recycling*

- Creative careers – *showcasing pathways and providing skills for work readiness*

We are keen to explore how creativity contributes to positive mental health and wellbeing, please highlight any additional learning outcomes linked to this area in your session plan.

If there are any areas of Creativity, Skills and Creative Careers we haven't thought of that are related to our collections, programmes and venues, please propose a session and theme.

Once appointed, artist practitioners may be invited to work with our team on the wider aims of Re-Animate

- Audience engagement - reactivating local histories
- Creativity Showcase – celebrating collective creativity.

Consultants will report directly to the Head of Cultural Learning and Skills, Caroline Simon, and have day to day support from the operations team at the specific site chosen for workshops.

2. Timescales

2021 dates:	
Informal discussion	Contact Caroline Simon, Head of Cultural Learning and Skills, caroline.simon@culturetrust.com
Monday 26 th April 2021	Deadline for proposals
w/c 4 th May 2021	Clarification meetings (should they be required)
10 th May 2021 – 30 th June	Delivery of pilot sessions with schools dates tbc.

3. How to Apply

Assessment area	% of assessment
-----------------	-----------------

Please provide a 2 page written proposal plus 2 referees:

Methodology and Cost 60%

- **A session plan** outlining the specifications itemised in the brief requirements, (relate to the outputs in Section 1).
- Include day rates of all named consultants delivering each stage.
- Please include a full break-down of material costs associated with your session.

EXPERIENCE, SKILLS & ABILITY 40%

- Background information on you/your organisation.
- Outlining your relevant experience and track record in developing and successfully delivering/completing work similar to this brief.

- **Two references** from clients who have commissioned you for work similar to this brief.
- Details of the team involved/CVs.
- **Availability** to meet timescale, outlining the start and finish date.

Please send your submission to caroline.simon@culturetrust.com by midday on Monday 26th April 2021.

Emailed submissions will be accepted if the tender is in a PDF or word document, as outlined in section 3, a 2 page written proposal plus 2 referees - not sent as separate attachments.

Luton

