



Hat Factory Arts Centre, Luton with 'Beacon' by Mark Titchner

Luton Matters: Public Art Commission

Funded by The Culture Trust Luton and The Steel Charitable Trust

Summary:

We are pleased to invite public artists, designers and makers from Luton and beyond, who are working with an international reach, to submit an Expression of Interest for a public art commission within Luton's Cultural Hat District.

The commission is for the design, development and production of a series of temporary public art interventions/works spanning a duration of six to nine months. The public art interventions/works shall communicate and celebrate Black Culture and global fashion with a focus on exploring hat making and headwear traditions of Luton and our local community. The public artist will work with a second locally based artist (to be commissioned at a later date) and the community.

| | |
|---------------------|---|
| Timescale | R&D (June – Aug 2024) Final Designs for approval (September) Delivery of the series of interventions (Oct 2024 - Jun 2025) |
| Budget | £20,000 inclusive of Fee and install/fabrication costs |
| Closing Date | Applications to be emailed to sam.turton@culturetrust.com by noon Sunday 13th May 2024 |

1. Introduction

The Culture Trust Luton is an independent arts and cultural charity that produces and presents year round programmes across our venues; art centre, theatre spaces, museums, gardens and historic hat factories. We welcome local and regional visitors and we invite the wider community (national and international) to engage with Luton, an incredibly diverse and stimulating town. We actively commission artists and collaborate to produce new work, showcase inspiring high quality arts and culture, and celebrate Luton’s local community both within our venues and in the public realm.

This Culture Trust, Luton commission has been funded by the Steel Charitable Trust as a part of the Luton Matter Project which seeks to amplify creativity and community. Our work is also underpinned with thanks to funding from Luton Rising and support from Luton Borough Council and Arts Council England.



2. The Brief

This commission aims to celebrate Black culture in Luton using ‘global fashion’ as an artistic lens, exploring clothing, hat making and headwear traditions of Luton and its local community. Artists/designers/makers are invited to explore this rich heritage responding through the creation of a series of temporary public interventions/artworks that reflect the people and place of Luton; with particular reference to Luton’s Black Communities. The commission series will inspire and capture local imaginations, providing opportunities for knowledge sharing and new collaborations between creatives and the local community. We welcome artists/designers/makers from a range of creative disciplines to respond to the brief.

2.1 Outputs:

- A. **Research & Development** – final proposals based on community engagement and place research.
- B. **Design, production/fabrication and installation** of a series of temporary public interventions/artworks taking place between October 2024 and June 2025.
- C. **Community engagement programme** to support the development or delivery of the artwork working with the Culture Trust team and Luton Matters Producer (activity budget separate to this brief)
- D. **Documentation:** budget, method statements, structural drawings, details of fabrication/materials, risk assessments, maintenance, planning permission, decommissioning etc.

2.2 Installation & Location:

The first artwork of the series shall be installed by October 2024. The schedule then may be agreed with The Culture Trust and the Luton Matters Producer.

The temporary artwork installations are to be situated within the Hat District in the footprint of Bute Street between The Hat Factory Arts Centre and the junction with Guildford Street and Cheapside. We encourage artists to consider the locations and proximity to existing artworks in the area when planning their submission. Please find a link to The Hat District website [here](#) for further information on the area and details on the existing artworks. Below we have also included some images. Below we have also included a map of the hat district as well as some images of the Hat Factory Arts Centre and the type of work that has taken place in the past.

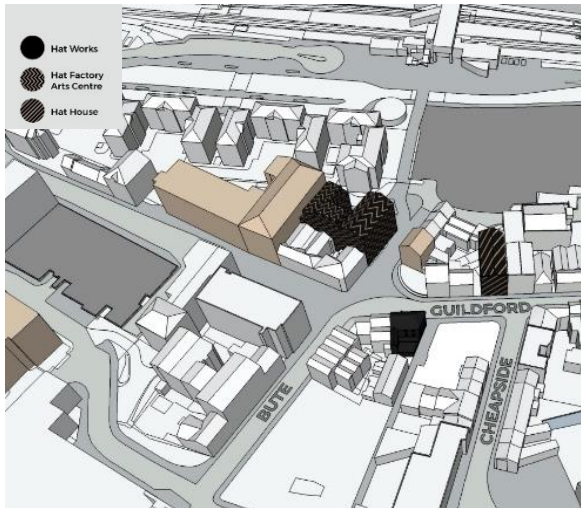


Figure 1 The Hat District - The Culture Trust



Figure 2 - The Hat Factory Arts Centre



Figure 3 Example of previous work in area - The Culture Trust

2.3 Selection criteria

We seek artists/makers/designers who have demonstrable experience of public art/installation and community engagement. In your submission, tell us about how you are a socially engaged artist/maker/designer of international reach with experience of developing and delivering successful public art commissions. We will assess your track record, and so please tell us in your CV/profile about your track record in designing and installing work in the public realm and you will understand the issues relating to art in public areas, health and safety and public engagement/access.

We are keen to ensure local people engage in the development of this project, we therefore ask that in your submission, you demonstrate the possible opportunities for community, local artists and creative’s involvement. To support this, where necessary, a separate budget will be made available. The community engagement process will be supported by the Culture Trust (where necessary) in collaboration with the lead artist.

If you have a track record that demonstrates this experience, please apply.

| Date | Event |
|----------------------------|--|
| W/C April 22nd | Information webinar and Q&A session with Luton Matters Producer for those considering submission of an EOI. Please sign up for these with Sam (Luton Matters Producer) at Sam.Turton@Culturetrust.com . These sessions are optional. |
| Monday 13th May 2024, Noon | Deadline for submissions |
| W/C Mon 20 May 2024 | Interviews |
| June / September 2024 | R&D (June – Aug 2024) with final Designs for approval (September) |
| October 2024 | First Public Artwork Installation |

The Culture Trust Luton is seeking applications for a Artist to create a series of works within Public Engagement programme as part of the Luton Matters project. The public arts commission will celebrate Black culture through the lens of Global Fashion across 2024/25. T

You can find out more information about this opportunity here: [INSERT LINK HERE TO WEBSITE](#)

Deadline: Monday 13th May 2024, 12pm

This opportunity and the #LutonMatters programme has ben kindly funded by The Steel Charitable Trust.

#LutonMatters #Luton

4. Applications & Selection Process

To make an application please submit (email) the following:

Completed proforma application (appendix 1)

Up to 4 examples of your work with information (max. 2 sides of A4)

Current Curriculum Vitae

All applications shall be assessed against the following information. Please supply this in one document (PDF).

| Assessment area | The information you should include in your tender | % of assessment |
|---|---|-----------------|
| 40% COST: | Budget Breakdown which includes A fixed fully inclusive fee for the commission Include a full break-down of costs - this should include day rates for labour and other costs and relate to the outputs (A-D) in section 2.1. | 40% |
| 60% EXPERIENCE, SKILLS & ABILITY | The completed proforma which outlines the approach to the brief. | 30% |
| | Letter of application including your CV... (link up with bullets) <ul style="list-style-type: none"> • CVs for the artist(s) undertaking the work • 3 previous examples of related work • Details of your status as a business / self-employment • Two relevant references to support the application. | 30% |

To apply for and be considered for this commission please send;

- A Budget Breakdown
- A fully completed Proforma and;
- your Letter of Application with CV

Please send to sam.turton@culturetrust.com by noon on Monday 13 May 2024.

APPENDIX 1

Luton Matters: Public Art Commission

PROFORMA

Name:

Address:

Email:

Website

Phone:

Applicants are advised to refer to the commission brief outputs outlined in section 2 to complete the next section.

1. **Public Art**– please describe your art form/creative practice (up to 500 words)

Insert here

2. **Approach to the commission** - An initial concept that illustrates the type of creative approach to this brief and the art/design/craft medium/material you would be consider developing in the R&D stage for the public art series (see section 2.2 of the brief). This should be a statement of your ambitions for the commission and how you would approach the brief.(up to 500 words supported by visuals/concept drawing)

Insert here

3. **Approach to engagement** – please outline an example of an activity you have delivered or would like to deliver, which you feel would successfully engage young people (16+) or diverse groups (up to 500 words)

Insert here

4. **Any other information that you feel we should be aware of that you feel would support your proposal** (Up to 250 words)

Insert here

Sign:

Date:

5. **Referees** – please provide contact details (email and telephone) for 2 referees, from a client who has commissioned you for work similar to this brief in the last five years.

Insert here

6. **Insurance** – please confirm you have or are willing to put in place public liability insurance to the value of £2,000,000.

7. **Availability** – please confirm your availability to start the commission within the relevant timeline given (see section 3 - timescale)

8. **Access** - Do you consider yourself to have a disability? Is there anything we can do to assist you to ensure you are able to fully participate in this opportunity?



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@culturetrustuk

With special thanks to:

Luton Luton Rising



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ARTS COUNCIL
ENGLAND