

Collections in the Landscape

Buxton Museum and Art Gallery, Terrace Road, Buxton Derbyshire SK17 6DA

BRIEF FOR EDUCATION CONSULTANT

INTRODUCTION

Buxton Museum requires an Education Consultant with an excellent understanding of museums, their interaction with modern audiences and proven experience of permanent, medium scale gallery development including digital technology, to help deliver **Collections in the Landscape**.

Buxton Museum and Art Gallery is part of Derbyshire County Council, Health and Communities Department. **Collections in the Landscape** is a development opportunity being delivered at Buxton Museum which is supported by the Council and has been awarded Stage 2 funding from the Heritage Lottery Fund (HLF). The programme will run to December 2017. The gross cost of the project is £1,583,000, including capital and revenue expenditure.

This document is laid out in two parts:

Section One: Background Information to Collections in the Landscape

Section Two: The project brief

Section One: Background Information to Collections in the Landscape

1. Introduction

Buxton Museum and Art Gallery was established in 1893, and moved to the Peak Buildings on Terrace Road in 1927. In 2018, it will celebrate its 125th anniversary.

At the heart of its collections is archaeology and geology relating to the Peak District, accompanied by documentary archives, fine and decorative art and human history collections. The principal gallery, the **Wonders of the Peak**, winner of the 1989 BBC Natural History Museum of the Year award, is a much loved installation but is in need of a complete overhaul.

During a Stage 1 development project supported by the HLF, Buxton Museum developed **Collections in the Landscape** to explore the opportunities digital technology can provide to non-visitors to the museum, who visit the Peak District for walking, cycling and holidays, as well as museum visitors who are more digitally aware. This research informed the intended redevelopment of the **Wonders of the Peak** gallery. **Collections in the Landscape** will include innovative and interactive digital developments, making the collections accessible in the gallery, in the landscape and online.

These elements will join seamlessly together. The programme will engage staff and volunteers to assist with researching collections, creating images, preparing texts, trialling software and informing development of the displays.

Derbyshire County Council has received a HLF Stage 2 pass to deliver this programme. **Collections in the Landscape** will allow the complete renewal of the museum's principal gallery, alongside an innovative approach to interpreting museum collections using digital media within the Derbyshire landscape. At the same time, the Council is taking the opportunity to improve the visitor services within the museum.

2. Aims

Collections in the Landscape will:

- Deliver a renewed **Wonders of the Peak** gallery, including integration of digital interpretation such as touch tables, mobile and localised digital resources. The gallery will display 10% more objects within a space of 160 square metres. It is anticipated to have a life span of 15/20 years, but there will be flexibility for displays to be refreshed and renewed.
- Develop and deliver digital landscape experiences, the '**Pocket Wonders**', providing innovative access to collections for visitors and non-visitors. These will be developed for mobile devices to be used in the landscape and where connectivity is challenging (<http://buxtonmuseumapps.com/>)
- Use a variety of social media and other affordable shared platforms to develop '**Armchair Wonders**' which address the way people of a variety of ages and knowledge interact with the museum's collections.

3. Background Information

Please make reference to the following documents:

- the activity and the interpretation plans containing the concept brief (<https://collectionsinthelandscape.wordpress.com/downloads/>)

SECTION 2: THE BRIEF

1. Key Deliverables of the Education Consultant

- Contribute to the gallery and digital content from a formal learning perspective
- Create learning packages for use in the classroom, the landscape and in the museum, for a teacher-led class visit and for use in a museum supported visit – ensuring tie-in and relevance to the National Curriculum
- Develop and test family resources for use in the gallery
- Test new resources and exhibition facilities with schools during the soft launch period (April – July 2017)
- Produce additional printed or online resources that may be needed
- Ensure that all educational resources meet the project style guidance

- Work alongside the project team and its advisers, supporters and partners to ensure the best outcomes for the project
- To keep in regular contact with the project co-ordinator, ensuring that anticipated outcomes are delivered. This will include attendance at meetings at Buxton Museum to discuss progress and share learning

2. Submission of Proposal

Expressions of interest are invited from Education Consultants in which you:

- Introduce your approach to developing educational resources in museums, galleries, the landscape and other community spaces
- Introduce the members of your team and their expertise to deliver areas of the project they will have responsibility for, providing a cv for each team member which demonstrates their experience in working with a wide variety of partners
- Provide evidence / examples of recent education and learning projects that members of your team who may work on this project have produced within the last three years, together with digital links to these projects
- Describe how you will ensure that the project delivers its ambition that school groups visiting the landscape and the museum will have a better appreciation of the significance of the collections to interpret history and science in the Peak District
- Explain how you will ensure that the relationship between your company, Buxton Museum, Derbyshire County Council, the museum's partners and audience thrives to deliver a successful outcome to the project
- Detail exactly what you are able to offer for the budget available (see Section 4). Part of the best value assessment will include an analysis of the number of days offered for this fee. Please detail the anticipated number of days that you will work on this project

3. Timescale

The project is ongoing, with completion scheduled for 30 December 2017. Key milestone dates include:

- February 2016 – opening the Project Space
- April 2016 – gallery design approval
- September 2016 – museum closure
- April 2017 – soft opening
- April – July 2017 – piloting education programmes
- August 2017 – snagging education programmes

- October 2017 – formal opening
- December 2017 – project completion

On appointment of the successful candidate a schedule of meetings and programme of work will be agreed with the **Collections in the Landscape** board to ensure successful delivery of the project.

4. Fees

An indicative budget for this element of the project is £10,000 is available to deliver the project over approximately 21 months.

The successful tenderer will be expected to show how they will divide their time to balance continuing communication with the museum and allow time for the periods of busier activity, to be discussed and agreed.

The fee will be payable in five parts in arrears, on receipt of an invoice, the final being on successful completion.

5. Criteria

The following criteria will be used when assessing tenders. It is strongly suggested that your tender submission clearly addresses each of the criteria above.

- **Response to the brief**

Education practice (50%)

Scoring will be based on your approach to developing learning resources aligned to the current National Curriculum to be used in galleries and digital teaching for both schools and families, and embedding these in the museum, the landscape and other community spaces

The proposed team (15%)

Scoring will be based on individual team member CVs, experience, their creativity and commitment

Relationships (25%)

Scoring will be based on your experience of developing and delivering education programmes in museums and in the landscape using collections and digital

resources, piloting and successfully delivering them for use by schools and by family learners

- **Price (10%)**

This will include an assessment of the quality of the submission against the tender price submitted. Please include allowance for meetings at the museum

- **Clarification Interview**

The interview will clarify your tender submission.

Tenders will be scored out of 100, of which quality will form 90% of the score and the price comprises 10%

6. Location

The consultant's own premises, with some access to office facilities at Buxton Museum. Some travel may be required in order to participate in key meetings and events.

7. Equipment

The successful applicant will be expected to provide their own equipment eg Laptops, electrical tools, cameras, artist tools and materials.

8. IPR

The project will be subject to the HLF's standard terms of grant and in particular you will agree that:

- IPR in all reports and digital resources created for the project is assigned to Derbyshire County Council;
- Software tools used for creation of the digital resources must allow Derbyshire County Council to licence the digital outputs under the Creative Commons model licence Attribution Non-Commercial;
- Digital resources created for this project cannot be used for commercial purposes without the HLF's prior written consent.

9. Reporting

The successful organisation will report to the Derbyshire Museums Manager and the **Collections in the Landscape** board. Communication will be person to person, by phone, e-mail, skype and/or video conferencing.

10. Insurance

Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:

Employer's (Compulsory) Liability Insurance = £5 million

Public Liability Insurance = £5 million

Professional Indemnity Insurance = £2 million

* It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.

11. Questions

Questions related to this tender should be sent to Ros Westwood, Derbyshire Museums Manager by e-mail at ros.westwood@derbyshire.gov.uk by 5pm on Wednesday 17 February 2016 and all questions will be responded to by 5pm on Friday 19 February 2016

12. Appointment

Deadline for submission: **noon on Monday 29 February 2016**

Return by e-mail to citl@derbyshire.gov.uk. Attachments should not exceed 5MB

Following initial evaluation, successful applicants will be invited to an interview on Friday 11 March 2016 to discuss their proposal further

The contract will be awarded to the candidate that we feel is most suitable for the delivery of the work and delivers best value for money

The successful candidate will be notified by 18 March 2016

The contract will commence on 1 April 2016