

This document should be read in conjunction with 'SGS@ 40 Project background' to give applicants a fuller understanding of the project.

The Contract

The Scottish Glass Society is looking to award a contract for project management services to deliver the anniversary celebration aspect of the SGS @ 40 project, funded by Creative Scotland. This entails:

- Delivering two exhibitions across a minimum of two locations per exhibition during 2019 (at least one location outwith the central belt).
- Delivering two artists talks during 2019 (at least one location outwith the central belt) and making these available on the SGS website.
- Managing the production and delivery of the commemorative SGS Journal.
- Managing the production and delivery of an audio tour of glass sites in Edinburgh (based on existing research and in conjunction with a specialist audio tour provider).
- Investigating opportunities for further events to celebrate the anniversary year, including researching and promoting workshops run by members;
- Applying for additional funding/sponsorship for further activity as required.
- Marketing all aspects of the 40th anniversary celebrations.
- Project management, budget management, and project evaluation and reporting.
- Proactively working with other freelancers and the voluntary committee to ensure the success of the project.

Appendix 1 sets out the deliverables in more detail and indicates the time allocated to each area.

Delivery of the contract

The contract is designed to be delivered by a single freelancer, based in Scotland, with some flexibility around their working schedule and the ability to travel within Scotland.

The contractor must hold the relevant professional insurances to carry out these duties – e.g. public liability and professional indemnity insurance. Proof of these will be requested.

Skills and experience required

The contractor must demonstrate the following skills and experience:

Essential experience

A minimum of 2 years' experience as an arts manager / arts administrator with a proven track record of delivering projects on time and within budget, including experience of:

- delivering creative events including artist liaison (multiple artists), venue liaison and logistical support (practical and administrative);
- marketing creative events using online and print media and creative networks;
- working with technical experts to deliver outcomes which require specialist knowledge;
- creating and maintaining partnerships to facilitate collaborative working;
- engagement and co-ordination of volunteers;
- managing external contractors;
- working towards specified targets and providing regular progress reports;
- managing budgets, including ensuring principles of best value and good governance are adhered to;
- researching and writing successful funding bids for creative organisations;
- working within guidelines set by funders and / or organisations;
- project reporting and evaluation.

Essential skills

- Highly developed communications skills.
- A good level of IT literacy which will allow you to be an effective administrator for the SGS website (training will be given).

Desirable skills / experience

- Knowledge of the glass sector and the wider visual / applied arts landscape in Scotland.
- Knowledge of Creative Scotland Open Fund monitoring and reporting procedures.
- Experience of writing press releases, social media campaigns and online articles.
- Experience of commissioning and editing articles.
- Experience of working with marketing professionals and graphic designers to create print and online materials.
- Experience of managing social media accounts including scheduling posts.
- Basic experience of manipulating images for use online and in print publications.
- Experience of using crowdfunding platforms such as Patreon and Kickstarter to fund creative projects.
- Web administration experience.
- Experience of working with a voluntary committee.
- Experience of working in the arts sector in Scotland beyond the Central Belt.

Notes on fees

The contractor will be responsible for paying all relevant tax, NI contributions, pension contributions, student loan repayments, etc and will not be entitled to sick pay or holiday pay from the SGS.

Separate budgets are allocated for the non-staff costs of delivering the project including, but not limited to, travel and accommodation, venue hire, artists fees, printing costs and marketing costs. The contractor will not be expected to meet these costs from their professional fees.

The contractor will be expected to cover from their professional fee any costs relating to the provision of work space, equipment (i.e. phone and laptop), software, subscriptions (e.g. phone contract) and consumables (e.g. stationery).

It is intended that payments will be made retrospectively on a quarterly basis, based on progress towards the project outcomes, with 35% of the contract value paid on acceptance of the final report by Creative Scotland.

Tender process

Based on the breakdown of activity in **Appendix 1**, we are seeking tenders in the region of £16,050 (including VAT where appropriate) to deliver the project management aspect of this project between November 2018 – January 2020. As per **Appendix 1**, the volume of work will vary during the lifetime of the project and the contractor should be able to facilitate this. Separate budgets are allocated for non-project management costs of delivering the project.

The deadline for responding to this tender is **5 pm** on Monday **3 December 2018**. Shortlisted candidates will be contacted by Catherine Lowe, Interim Chair of SGS with an aim to arrange a call or face to face meeting on the 6 or 8 December week for an informal discussion. The project will commence before the end of December if possible.

Responses to this brief should include:

- a professional CV outlining your skills and experience (max 2 pages A4);
- a short statement (max 500 words) detailing what interests you about the role and why you feel you have the skills and experience to deliver the outcomes;
- details of 2 referees who can be contacted to discuss your work;
- confirmation of the project management fee you require to deliver the project;

Responses should be submitted by email to sgsvicechair@gmail.com – by 5pm Monday 3 December 2018.

For an informal conversation about the project, please email Catherine Lowe at sgsvicechair@gmail.com or on 07774979281 evenings and weekends.

Appendix 1 – anticipated time allocation

Project Manager - 40th anniversary celebrations

Activity	# Days
managing the juried and retrospective exhibitions including:	
managing the call for submissions and the submission process for the juried exhibition;	2
managing the juried selection process ;	0.5
co-ordinating the selection process for the retrospective exhibition;	2
artist liaison;	4
working closely with North Lands Creative to deliver the Lybster exhibitions in partnership with them;	2
co-ordinating the production of photographic boards for the retrospective exhibition;	2
managing logistical operations including the delivery, transfer and return of artworks;	1
securing all relevant insurance;	0.25
co-ordinating exhibition set up and take down at all venues;	8
co-ordinating exhibition openings, including guest list and refreshments;	0.75
co-ordinating invigilation, where required;	0.75
co-ordinating the sale of work and promotional items;	0.25
co-ordinating exhibition awards.	0.25
managing artists talks including:	
managing the call to artists and selection process;	0.5
artist liaison;	1.5
managing logistical operations including booking space and equipment.	0.5
managing the production of the 2019 commemorative Journal, including:	
managing submissions and commissioning articles;	10
co-ordinating the 'cover' star competition including managing submissions and selection;	1.5
liaising with designers and printers to produce paper and electronic versions of the Journal;	1
managing distribution including making the Journal available for sale online.	1.5
managing the development of the audio tour including:	
using existing walking tour to plan route;	3
ensuring relevant permissions in place for publically accessible non public buildings (e.g. churches)	2
artist liaison;	5
co-ordinating the recording and photography for the tour;	5
liaising with audio tour provider to provide all the required elements to create the tour;	3
making the tour available online.	1
investigating opportunities for additional events to celebrate the 40th anniversary including:	
artist and audience liaison;	1.5
engaging with members to encourage and facilitate the development of member-led workshops and additional events;	2
sourcing funding if required.	2
marketing all elements of the 40th anniversary celebrations (activity from SGS, partners and members) including:	
co-ordinating print advertising and promotional materials;	4.5
writing and distributing press releases to all relevant outlets;	2.5
writing articles for the SGS website;	3
promoting events via SGS social media accounts;	3
liaising with partners to promote events via their social media accounts;	1.5
co-ordinating invitations for opening and private viewings.	0.5
managing the associated project budget; providing project monitoring reports; and evaluating individual elements of the project as well as the project as a whole.	7

Total days 86.75

