

Brief for an Artist – Accessing Rutland’s Museums Project

Summary:

Rutland County Council is to commission a work, or works, of art to raise awareness of, and enhance, Rutland County Museum in Oakham.

The Council seeks a unique contemporary work or works inspired by the museum’s themes and collections which will be accessible to the general public and museum visitors.

Expressions of interest:

Expressions of interest are required by 10.00am on **14th January 2014**. This should include an artist’s CV, examples of relevant previous work and a statement explaining why they are interested in this particular commission, based on the information provided in this brief.

Expressions of interest should be sent to:

Robert Clayton
Culture & Leisure Services Manager
Rutland County Council
Rutland County Museum
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Oakham
Rutland
LE15 6HW

01572 758435

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1) Background

Rutland County Museum in Oakham and Rocks By Rail, the Living Ironstone Museum in Cottesmore, have secured Arts Council Renaissance Funding to undertake a project to support and promote the museums and heritage of Rutland. Accessing Rutland’s Museums aims to develop ways to encourage and enable visitors to the East Midlands Region (in particular the annual 1,000,000 visitors to Rutland Water) to visit and enjoy the two sites.

The project aims to attract new audiences through creative approaches to marketing and offering exciting new volunteering opportunities alongside the commissioning of public art works at the two partner museums (and other sites in Rutland) that increase their visibility, raise their profile and guide visitors to them. The overall aim of the project is to increase visits to, and engagement with, heritage and arts across Rutland.

Rutland County Council seeks an Artist or group of Artists to create a piece or pieces of work for Rutland County Museum which will enhance the museum’s presence in the town of Oakham. The museum is not very visible and is located away from the town centre.

There is space for this work by the entrance to the museum (Fig.1) and the County Council would also be interested in the development of a pavement trail that leads people through a busy town centre to the comparatively quiet area of Catmose Street where the museum is located. This should be constructed in materials appropriate for a possible life of up to 20 years.

We would also like the Artist/s to consider designs for a new set of cycle racks for the front of the museum; the current ones are to be replaced.

The theme of the work should reflect the objects and stories in the museum collections and link to the horseshoes (Fig.2) displayed in the Castle. We would like the Artist/s to consult with the team based in Rutland County Museum on the development of the themes for the work.

The work should be robust and durable to ensure the safety of the public and to minimise future maintenance requirements. The artist/s should also ensure that the work is accessible and take into account the likely level of pedestrian visitor traffic.

We will be undertaking public consultation on the proposed works and would welcome applications from artists willing to engage with schools and the local community during the development of this project.

The proposals submitted for this work will be assessed by a Commissioning Panel of professional artists, members of the Rutland County Council Culture and Leisure Team, Arts for Rutland and the Project Coordinator.



Fig.1: the space by the entrance to Rutland County Museum where the work could be located. The existing cycle racks can be seen in the bottom right corner.



Fig.2: Horseshoes displayed in Oakham Castle

2) Artist's Role

It is anticipated that the commission will be undertaken by an individual artist, or an artist working with other design professionals.

2.1 - Key Areas in the Commission

The artist selected for the commission will be expected to address the following requirements:

- The preparation of detailed drawings of the proposed work covering all aspects of the layout, artwork, treatment and materials.
- Presentation of the proposals and materials as required.
- Engaging local schoolchildren with the project.
- Working closely with the Project Co-ordinator to advise them of progress throughout the project, including attending meetings as needed.
- The preparation of a maintenance schedule for the artwork detailing annual requirements.
- Assist in the provision of promotional materials and images of the work in progress.
- Cover all public liability insurances and make provision for the work to be undertaken in the event of illness or other incapacity. Unless other arrangements are made explicitly, it is assumed that the artist is self-employed and is responsible for tax and national insurance payments.
- Provide documented assurance as to the safety of the work including where relevant its structural integrity certified by a structural engineer or similar professional adviser.

The recommendation to the Council for the award of the commission will be made by the Commissioning Panel. The selection process for this project will consist of two stages (as outlined below – 4) *Artist Selection Process*).

2.2 - Installation.

- It is expected that the artist will take on full responsibility for the design, fabrication and installation of the artwork(s).

3) Project Management

Rutland County Museum is situated in the former Riding School of the Rutland Fencible Cavalry. Displays illustrate the archaeology and history of Rutland, rural trades and occupations, domestic life and farming. They include the tools and equipment of village tradesmen and there is a recreation of a farm kitchen of the turn of the century.

The buildings and outside area consisting of the museum entrance, car park and an enclosed garden to the rear of the museum are all owned by Rutland County Council. Rutland County Council is commissioning this project and will take ownership of the resulting works.

4) Artist Selection Process:

The artist/s will be selected through an Open Competition consisting of two stages.

4.1 - Stage One

Artists are invited to express an interest in this scheme by submitting a CV, examples of relevant previous work and a statement explaining why they are interested in this particular commission, based on the information provided in this brief.

A shortlist will be drawn up from the submissions by the Commissioning Panel and no more than three respondents will then be commissioned to develop more detailed proposals following site visits. A sum of money is included in the project budget to support the commissioning of detailed project proposals from the shortlisted artists.

- The quality and relevance of the artist's previous work
- Artist's experience of creating work for the public realm
- Commitment to community involvement including working with young people
- The availability and ability of the artists to complete the whole project for an installation by **Friday 16th May 2014**

4.2 - Stage Two

The proposals/designs produced by the shortlisted artists will be displayed in the town to encourage public engagement. These designs can consist of any medium, including drawings, photographs, maquettes, models, computer generated images etc. Copyright for these designs will rest with the artist/s.

The artists will have the opportunity to present their concepts and designs to the Commissioning Panel and other stakeholders in the **week beginning 10th February 2014**.

A final recommendation of the artist to be commissioned will be made to the Council by the Commissioning Panel.

The criteria to be considered at this stage of the selection (in addition to those for Stage One) are:

- Artistic quality of the proposal and designs and how appropriate it is to the site and the nature of the scheme
- Technical viability, longevity or resilience of materials and design and minimisation of ongoing maintenance
- Assurance that the work can be realised within the allocated budgets and within the timescale
- Environmental sustainability
- Quality and relevance of designs produced
- How well the concept has been presented to stakeholders and the local community, and the ability of the artist to work effectively with them
- An outline of the general approach and methodology to be taken to meet the objectives of the contract
- Breakdown of fees
- The details of two referees

If you would like to arrange a visit to the site prior to submitting your Stage Two proposals, please contact Robert Clayton or Anita Hollinshead (details at the end of the brief).

5) Timetable

- Expressions of interest are invited by 10.00am **14th January 2014**.
- Selected artists will be commissioned to prepare detailed proposals by 5.00pm on **7th February 2014**.
- Proposals will be exhibited to the public from **10th-28th February 2014**.
- It is planned that the award of the full commission will be made by **7th March 2014**.
- Completion and installation of the artwork/s by **16th May 2014**.

6) Contract Budget and Payments

A maximum sum of **£6,000** (excluding VAT) has been allocated for the delivery of the work described in this Brief. This may be for one or more of the elements, depending on the level of cost. This sum will be available to meet the direct costs of creating the artwork, including a fee to the artist/s involved, and costs of materials and any other fabrication or other technical work subcontracted by the commissioned artist.

The design of a new set of cycle racks is being funded separately so is in addition to the £6,000. Please include a costing for the cycle racks within your proposal.

We would also like to see a cost proposal for the transport and installation of the completed works which we would expect to be in addition to the £6,000 above.

Preferred payment terms for fees and activities should be set out in your submission, actual payment terms will be agreed with the successful bidder.

7) Insurance and Maintenance of the work

The artist will be responsible for all personal insurance and will be required to provide evidence of all necessary insurances in place, dependent on the nature of the commissioned artwork and the individuals and firms involved.

The work should be designed to keep regular maintenance to a minimum. The artist will prepare a maintenance schedule for the work, together with any specialist and detailed advice on any work that is required on a regular or annual basis. Security and durability, both physical and operational, are vital considerations in ensuring the long-term sustainability of the artwork.

8) Copyrights

The copyright, moral and legal rights to all commission drawings, maquettes, images and preliminary works and the completed work will rest with the artist.

The Council will have assigned joint rights to use the images from each stage of the process for press and promotional purposes. The Council may wish to negotiate licensing copyright for merchandising purposes.

The Council will take ownership of the resulting works.

9) Documentation

The Council will prepare press and promotional materials concerning the commission including the use of images on their website and social networking sites, in relation to public consultation and all media work.

The work will also be documented visually at each stage in order to ensure that the project goes to plan. Documentation is an important asset in the evaluation process for the project and can assist in recording the different stages of work undertaken.

10) Decommissioning

In the event that the work(s) have to be moved, placed in storage or removed for any reason, the artist has the right to know of any changes to the work and best efforts will be made to contact them in the event that any changes may be planned, unless urgent decommissioning for health and safety reasons is required. In most cases the context for decommissioning is due to either deterioration of the piece or changes in site usage.

Please address any queries regarding this opportunity, to:

Robert Clayton
Culture & Leisure Services Manager (RCC)

rclayton@rutland.gov.uk

01572 758435

Anita Hollinshead
Project Co-ordinator

anitahollinshead@hotmail.com

07876 166742

**Rutland County Council
December 2013**