



**Rutland**  
County Council



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**ARTS COUNCIL**  
**ENGLAND**

## **Brief for an Artist – Accessing Rutland’s Museums Project**

### **Summary:**

Rutland County Council is to commission a work of art to be displayed in the visitor car park at Rocks by Rail, the Living Ironstone Museum in Cottesmore

The Council seeks a unique contemporary work inspired by the museum’s themes and collections which will reflect the social history of the site and be accessible to the general public and museum visitors.

### **Expressions of interest:**

Expressions of interest are required by 10.00am on **14<sup>th</sup> 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  
Catmos Street  
Oakham  
Rutland  
LE15 6HW

01572 758435

[rclayton@rutland.gov.uk](mailto:rclayton@rutland.gov.uk)

### **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 of work to be displayed in the car park at Rocks by Rail as an introduction to the social history of the site for visitors as they arrive. We would like the work to be particularly appealing to families with young children, one of the sites primary target audiences.



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The theme of the work is at the discretion of the artist but it should be a focus for the human stories connected to this site reflecting community and family. We would like the Artist/s to consult with the Rocks by Rail museum team on the development of the themes for the work.

Rocks by Rail currently display found items from the collections as 'Industrial Art' at the entrance to the museum. This piece would complement these exhibits. There is no restriction on the size of the piece as the car park covers a large area. It should be large enough to be highly visible to visitors on arrival. Otherwise we would welcome suggestions from the Artist regarding an appropriate scale.

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, representatives of Rocks by Rail, members of the Rutland County Council Culture and Leisure Team, Arts for Rutland and the Project Coordinator.

## **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.



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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**

'Rocks by Rail' is the marketing and trading name for Rutland Railway Museum Ltd., an incorporated charity. The Living Ironstone Museum is situated on the site of a former ironstone quarry just outside the village of Cottesmore in Rutland. The site covers 19 acres of reclaimed quarry, railway tracks and nature trails and is all owned by the incorporated charity. Rutland County Council is commissioning this project and Rocks by Rail will take ownership of the resulting works.

On open days, there are train rides, opportunities to tour the workshop and loco yard and an exhibition detailing the importance of ironstone throughout history. Collections include rolling stock, diggers, photographs and social history items associated with the industry.

## **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 locally 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.



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The artists will have the opportunity to present their concepts and designs to the Commissioning Panel and other stakeholders in the **week beginning 10<sup>th</sup> 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 Anita Hollinshead (details at the end of the brief).

### 5) Timetable

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

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.



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## **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 and Rocks by Rail will have assigned joint rights to use the images from each stage of the process for press and promotional purposes. The Council and Rocks by Rail may wish to negotiate licensing copyright for merchandising purposes. Rocks by Rail will take ownership of the resulting works.

## **9) Documentation**

The Council and Rocks by Rail 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](mailto:rclayton@rutland.gov.uk)

01572 758435

Anita Hollinshead  
Project Co-ordinator

[anitahollinshead@hotmail.com](mailto:anitahollinshead@hotmail.com)

07876 166742

**Rutland County Council  
December 2013**