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THE PENTRICH & SOUTH WINGFIELD REVOLUTION GROUP

A Charitable Incorporated Organisation Number 1166940

This is an invitation to tender for the supply of services deemed essential to the effective delivery of **Pentrich 2017** which is supported by the Heritage Lottery Fund.

1. PSWRG will expect the successful candidates to be self-employed and make personal arrangements for income tax, payment of VAT (if registered) and other matters. The persons appointed will be free to work for other bodies / organisations.
2. Payment will be made on receipt of monthly invoices. A travel allowance is available for designated / agreed activities.
3. It is not intended that this position should be or lead to a contract of employment.
4. Please refer to the separate document 'Information for Applicants' for further information about Pentrich 2017. You may also want to go to our website www.pentrichrevolution.org.uk

Service specifications

A. Film and digital media services

Purpose:

To provide expertise and training to adults (inc. designated members of PSWRG), teachers, students and pupils in the use of digital media to produce short informative and interactive films and a range of resources for schools and the general public.

Specifically;

[1] To produce a short, informative film about the Pentrich Revolution for use at exhibitions and in schools. This will involve liaison with our chosen scriptwriter and designated members of PSWRG.

[2] To produce interactive digital resources about the Pentrich Revolution for use at exhibitions and with schools. This will involve liaison with our chosen scriptwriter and designated members of PSWRG.

[3] To assist in producing online digital versions of the above resources. This will involve liaison with our webmaster and designated members of PSWRG.

[4] To provide expertise and training in the use of the 'Wander Anywhere' app for use in association of the programme of walks. This will involve liaison with designated members of PSWRG.

[5] To liaise with the Project Co-ordinator on all of the above matters to ensure the timely delivery of the expected outcomes.

Point of contact with PSWRG Executive Committee – Patrick Cook

Line Manager – The Project Co-ordinator

B. Scriptwriter

Purpose:

To provide scripts for short informative and interactive films, digital media and exhibition displays to tell the story of the Pentrich Revolution.

Specifically;

[1] To produce a script for a short, informative film about the Pentrich Revolution for use at exhibitions and in schools. This will involve liaison with our chosen film-maker and designated members of PSWRG.

[2] To produce short scripts for interactive digital resources about the Pentrich Revolution for use at exhibitions and with schools. This will involve liaison with our chosen film-maker and designated members of PSWRG.

[3] To assist in producing online digital versions of the above resources. This will involve liaison with our webmaster and designated members of PSWRG.

[4] To liaise with the Project Co-ordinator on all of the above matters to ensure the timely delivery of the expected outcomes.

Point of contact with PSWRG Executive Committee – Patrick Cook

Line Manager – The Project Co-ordinator

C. Mobile Curator

Purpose:

To provide a mobile curating service for The Commemorative Event, the fixed exhibitions and the travelling exhibitions associated with Pentrich 2017.

Specifically:

[1] To supervise the storage, transport, mounting and de-mounting of each exhibition. This will involve liaison with designated members of PSWRG, DCC staff, volunteers and others.

[2] To plan each exhibition carefully by making a pre-visit to each of the venues, liaising with the appropriate people to ensure the safety and security of the exhibition material and to discuss the logistical arrangements.

[3] To train and supervise any volunteers in particular aspects relating to mounting and operating each exhibition.

[4] To liaise with Derby Museum, the Galleries of Justice (Nottingham) and Nottingham Castle to enhance their fixed exhibitions and to negotiate the loan of materials for use in other exhibitions where appropriate.

[5] To liaise with the Derbyshire Records Office over the use of Archive materials at exhibitions.

[6] To liaise with the Project Co-ordinator on all of the above matters to ensure the timely delivery of the expected outcomes.

Point of contact with PSWRG Executive Committee – Sylvia Mason

Line Manager – The Project Co-ordinator

D. Designer

Purpose:

To provide a design service for the main exhibitions, the library exhibitions and the travelling exhibitions associated with Pentrich 2017.

Specifically:

[1] To supervise the design of displays to be used in each of the exhibitions. This will involve liaison with designated members of PSWRG and others.

[2] To arrange the production of high quality visual displays ensuring that multiple copies are available so that some exhibitions can run concurrently

[3] To liaise with the scriptwriter to ensure that the information on each display is accurate, concise and visually appropriate for all users.

[4] To liaise with the Mobile Curator to ensure that all exhibitions are arranged to achieve the maximum impact in telling the history and legacy of the Pentrich Revolution.

[5] To train and supervise any volunteers in particular aspects relating to mounting displays effectively for exhibitions.

[6] To liaise with the Project Co-ordinator on all of the above matters to ensure the timely delivery of the expected outcomes.

Point of contact with PSWRG Executive Committee – Geoff Johnson

Line Manager – The Project Co-ordinator

E. Textile Artist

Purpose:

To produce an appliqued banner / non-woven 'tapestry' approximately 3 – 4 metres long which forms a story scroll depicting contemporary scenes representing the 17 cities, towns and villages associated with the Pentrich Revolution.

Specifically:

[1] The banner / 'tapestry' will be displayed at our events and exhibitions where space permits and therefore will need to be wall mounted in most cases.

[2] Ideally this will be a community arts project involving members of the public in producing panels for the finished article. There will also be an opportunity to present and discuss the finished item at the Study Days planned for the autumn.

[3] It would also be advantageous for the appointed artist to engage in our educational outreach programme. This will begin as a pilot project in the summer term (June and July) and continue into the autumn term with designated schools.

[4] To liaise with the Mobile Curator to ensure that its inclusion in selected exhibitions is arranged to achieve the maximum impact in telling the history and legacy of the Pentrich Revolution.

[5] To train and supervise any volunteers in producing and mounting the banner / 'tapestry' effectively for exhibitions.

[6] To liaise with the Project Co-ordinator on all of the above matters to ensure the timely delivery of the expected outcomes.

Point of contact with PSWRG Executive Committee – Sylvia Mason

Line Manager – The Project Co-ordinator

F. Production of Educational resources

Purpose:

To produce cross- curricular educational resources for use with pupils in Key Stage 2 (Years 5 & 6) and Key Stage 3 (Years 7 & 8) that will engage them and develop their awareness of the Pentrich Revolution.

Specifically:

[1] To produce activities, worksheets and other resources for use in Topic lessons (primary phase) and English / Humanities / Arts lessons (secondary phase).

[2] There should be sufficient material to cover 6 – 8 hours of curriculum time for both key stages.

[3] To liaise with teachers over the aims, methods and evaluation of the educational resources making adjustments as may be required in particular schools.

[4] To liaise with consultant providing film and digital media services over the incorporation of these resources into educational programmes.

[5] To liaise with the Project Co-ordinator on all of the above matters to ensure the timely delivery of the expected outcomes.

Point of contact with PSWRG Executive Committee – Patrick Cook

Line Manager – The Project Co-ordinator

General requirements for all service specifications

[1] Applicants should submit a curriculum vitae and / or evidence of their work in the specific area in which they are interested.

[2] One personal and two professional referees should also be provided.

[3] All applicants should state either their day rate or a fixed overall price when tendering for this work.

[4] The deadline for submission of tenders is **Monday 10th April**. The selection process, including informal interviews, will then be scheduled in the following two weeks.

[5] The time frame for the delivery of all services runs from May 2017 to December 2018 with specific requirements for particular elements in accordance with the programme for Pentrich 2017.