

January 2023

Invitation to quote for:

# Collections Advisor 2023/24

## Introduction

The West Midlands Museum Development programme (WMMD) is seeking a freelance individual, agency or team to develop and lead WMMD's collections programme in 2023/24, including collections training workshops and the provision of high-quality collections advice for museums in the region.

## About Us

Museum Development in England is delivered by nine regional providers. It extends across the UK and forms the national Museum Development UK network. Each provider tailors opportunities for participation in schemes, training, grants programmes and networks based on an informed understanding of the context and needs of museums in their area.

The programme invests in the development of individuals and organisations via a range of advice, information, initiatives and small grants, and directly supports the delivery of the UK Accreditation Scheme for museums and galleries in England.

WMMD, a Sector Support Organisation (SSO), was established in 2015. The programme is funded by Arts Council England and is managed by Ironbridge Gorge Museum Trust.

The programme supports 140 Accredited museums and those Working Towards Accreditation across the wider West Midlands region encouraging best practice in all aspects of museum work.

## About the collections programme

WMMD runs an annual programme of collections support for museums in the West Midlands. The programme includes in-person and online workshops to support museum staff and volunteers to better manage and care for their collections. WMMD ensures the training addresses regional and National priorities. WMMD works collaboratively with sector partners, including Arts Council England's Investment Principles Support Organisations (IPSOs) and other Museum Development providers to enrich the WMMD programme and increase impact.

WMMD provides collections advice to museums across the region via phone, email, online meetings and in person where necessary. This includes signposting museums to support and resources from other sector partners and brokering peer-to-peer support with museums with relevant knowledge or experience.

WMMD supports museums to develop a deeper understanding of their environmental responsibility and an inclusive approach through all programming.

WMMD actively listens to, and take into account, the views of stakeholders to develop the quality of the WMMD programme through monitoring and evaluation processes.

## **The brief**

WMMD is looking for a candidate (or candidates\*) to develop and lead the collection programme for 2023/24, over at least 40 days throughout the year, including:

- The provision of high-quality collections care training to museums in the West Midlands who are either Accredited or officially Working Towards Accreditation, through at least three in person or online workshops
- Responding to museum queries regarding collections care in a timely manner via email, over the phone, an online meeting or in person as appropriate
- Signposting museums to support and resources from sector partners or brokering peer-to-peer support with museums who have relevant knowledge and experience
- Using WMMD data and evaluation to ensure the programme is responsive to regional and National sector needs
- Contribute relevant collection care resources and support opportunities for e-newsletters and online content
- Manage and monitor the collection programme budget, ensuring all activities are delivered on time and within budget
- Attending monthly online meetings with a WMMD programme manager to share insight, progress and discuss future planning, and providing a monthly summary of activity to WMMD can update internal records

*\*WMMD will consider applications from agencies, individual freelancers or a team of freelancers if you wish to apply as a group.*

WMMD is seeking candidates with the following experience, skills and knowledge:

- **Collections care:** Demonstrable experience of collections care and management within a museum setting, and a broad understanding of current national museum priorities, professional practice and standards including Accreditation, care and conservation principles
- **Community engagement:** Experience of working with diverse communities through projects such as co-curation or audience development initiatives
- **Collections interpretation:** Experience of researching and interpreting collections
- **Project management:** Proven project management skills, with a track record of developing and delivering projects to plan, on time and within budget
- **Event management:** Experience of running events, both online and in person
- **Good organisational skills:** The ability to prioritise and manage a diverse and time critical workload to deliver against set targets
- **Communication:** Excellent communication skills with the ability to facilitate and work with a variety of stakeholders
- **Working with freelancers:** Knowledge of best practice when working with freelancers and consultants
- **Sensitivity:** Discretion, sensitivity, and the ability to treat all discussions with the upmost confidentiality
- **Good IT skills:** Confident in the use of Microsoft Office and video conferencing platforms (Teams/Zoom)
- **Data protection:** An awareness of Data Protection and registered with the [Information Commissioner's Office \(ICO\)](#)

## Timescales and key dates

Timescales are flexible and subject to change, however, WMMD are working to the current timeline:

- Invitation to quote closes: 5pm, Friday 24 February 2023
- Interviews: week commencing Monday 6 March 2023
- Successful applicants notified: by Wednesday 15 March 2023 at the latest
- Start of contract with WMMD: Monday 20 March 2023
- End of contract: Sunday 31 March 2024

The successful applicant will set timescales for the collections programme and be responsible for managing their time accordingly.

## **Project budget and payment terms**

**Up to £16,000 for at least 40 days across the year**, including VAT and any expenses.

As Collections Advisor, the successful applicant will also manage a separate budget of £6,000 for the delivery of collections training workshops. This budget will cover:

- any additional expert advice or consultants they bring onboard to support the delivery of the programme
- any costs associated with in-person workshops, such as venue hire, catering, and resources
- any costs associated with online workshops, such as live captioning if requested by delegates

Please note, as this is a freelance opportunity the successful applicant will be responsible for arranging their own National Insurance and tax.

This work is funded with public money through Arts Council England, so it is imperative that we follow 'best value' principles when appointing our consultancy partner.

### **WMMD can offer the following support:**

- Ongoing administrative support, such as promoting the programme to our network and managing bookings for events
- Regional insight and contacts
- WMMD's existing evaluation processes through Smart Survey and long-range evaluation
- Monthly online meetings with a WMMD manager to share insight, progress and discuss future planning
- Raising and processing POs on the Collections Advisor's behalf using IGMT's systems
- Uploading activity onto WMMD Customer Relationship Manager (CRM) system on Collections Advisor's behalf

## **Monitoring, evaluation and reflection**

Throughout the programme, WMMD and the successful candidate(s) will have opportunity for reflection, with the opportunity to amend the process to ensure it is fit for purpose.

The key measure of success is that the collections programme is delivered on time and within budget. As WMMD is funded by Arts Council England, there are success measures embedded in the 2023/24 activity plan that will help monitor and evaluate success.

## **Instructions for responding to the invitation to quote**

Responses should be no longer than four sides of A4 and should include your CV and a cover letter outlining the following:

- An introduction to you and your credentials (or those of your organisation and/or partners)
- Details of how you meet the experience, skills and knowledge outlined on page 3 of the brief
- Your proposed fee and number of days for the programme
- Name and contact details of two recent referees

Applications will be shortlisted using the experience, skills and knowledge listed on page 3 of this document.

Please email your response to [wmmd@ironbridge.org.uk](mailto:wmmd@ironbridge.org.uk) by 5pm, Friday 24 February 2023

Applicants will be contacted to arrange an online interview to be held during the week of Monday 6 March 2023

### **Any queries or things you would like to discuss beforehand?**

WMMD is more than happy to discuss the programme with you beforehand and answer any queries you may have.

Please contact Olivia Basterfield at [olivia.basterfield@ironbridge.org.uk](mailto:olivia.basterfield@ironbridge.org.uk) to arrange a friendly, informal phone call.

### **Prepared by:**

Olivia Basterfield – Joint Programme Manager, WMMD