



Absolutely Cultured REQUEST FOR QUOTATION

PRSF NEW MUSIC BIENNIAL 2019

Issued by:	Absolutely Cultured Pacific Exchange 40 High Street Hull HUI 1PS
Contact email:	lily.mellor@absolutelycultured.co.uk
Title:	Production Management & Event Management Services

Before reading or responding to this document, you are notified that the information contained within this document and appendices should be treated as confidential and should only be used or disclosed to others for the purpose of preparing your quotation.



1. ABOUT ABSOLUTELY CULTURED

Built on the foundations of the company that delivered Hull's year as UK City of Culture 2017, Absolutely Cultured continues to play a leading role in Hull's future, as an arts company rooted in the city.

Absolutely Cultured capitalises on the success of 2017, both through its own work and through working collectively with other partners in the city and colleagues across the cultural sector, to ensure Hull's reputation as a centre for creativity and culture is upheld.

Our core purpose is to commission and produce a high quality, ambitious, surprising and imaginative programme of cultural events. Our events inhabit and animate Hull's incredible outdoor spaces and we work with artists who create work which connects people and communities. We also continue to partner with national organisations to bring significant events to the city.

Alongside our commissioned work we programme and run Humber Street Gallery, now a firm fixture in the ever-evolving Fruit Market area of Hull, and develop our award-winning City of Culture Volunteer programme, continuing the opportunity to put people at the forefront of the city's iconic voice.

We are dedicated to supporting and developing the cultural sector in the city and further afield through direct initiatives and through sharing knowledge and learning. We are also committed to creative education and access to cultural opportunities, with all of our projects carrying a learning and engagement strand.

In a city where creativity thrives, we are proud to commission a world-class arts programme for residents and visitors. Made in Hull, but with a far-reaching ambition, we are and always will be Absolutely Cultured.

For further information, please visit: www.absolutelycultured.co.uk

2. ABOUT THE PROJECT

Continuing our partnership with PRS Foundation, The Southbank Centre and BBC Radio 3, PRSF New Music Biennial is returning to Hull in 2019 to celebrate the breadth and talent of those making new music in the UK. The three-day festival will showcase 19 bite-sized pieces of music across all genres, the majority of which will be brand-new commissions. Each composer is represented by a UK based commissioning partner, and there will also be a solo commission each from both Absolutely Cultured and the Southbank Centre.

There will be a wide range of different scales and production requirements, including pieces with more theatrical set ups including performers, projection and other



complex, multifaceted installations. An overview of the pieces (subject to change) can be found below:

Genre		Scale	Basic Production Reqs
Classical	Commission	15 solo strings	Not amplified
Classical	Commission	Organ & 6-10 players, contemporary orchestra	Amplified, bringing a sound engineer & orchestral manager
World	Existing	12 players, 2 soloists, 2 pianists & 1 percussionist. Use of Gamelan.	Not amplified
Jazz	Commission	7 players - Piano, bass, drums & 3 horns. Singer/spoken word artist.	Amplified
World	Commission	Installation with hanging ouds and speakers	Needs power and lighting. Possible extra infrastructure needed depending on venue.
Music Theatre	Commission	9 musicians & 4 actor/performers	4 x hanging screens / projectors. Amplified.
Electronic	Commission	15 jazz musicians	Amplified. Visuals TBC.
Dance	Commission	1 child performer, 1 adult performer and 3 dancers 18+. Pianist TBC.	Amplified. Dry ice or haze required. Potential box/set to be constructed.
Electronic	Commission	4 musicians with other instruments through pedals. Synths, drum kit, sax, tuba. Film is the primary focus of the piece.	Amplified with projection.
World	Commission	8 musicians using traditional African instruments	Amplified.
World	Commission	7 musicians, up to 30 local participants. Mix of wind & percussion.	Little to no amplification.
World	Commission	8 performers, 6 band members. Music & spoken word. Analogue synths and 2 x drummers TBC.	Visuals on 2x projectors behind. Bringing their own lighting designer.
Classical	Commission	24 singers, mixed ages (18+)	No amplification or instruments. Acoustic. Some lighting.
Folk	Commission	3 performers, 1 piano	Acoustic. Lighting important.
Classical	Commission	6tet and a producer/artist	Amplified. Up to 3 screens.
Classical	Commission	Orchestra, jazz inspired	Amplified.
Classical/crossover	Existing	Full orchestra and 1x performer on turn tables	Orchestra acoustic. PA for turn tables.
Classical/crossover	Commission	Full Orchestra and spoken word artist	TBC
	Absolutely Cultured Commission	TBC	TBC

The Absolutely Cultured commission will be an ambitious, site-specific piece for a wider audience that will explore the loose theme of 'play'. Acting as a stepping stone into the wider festival, this piece will be accessible, for a large audience and will most likely take place outside or in a non-traditional venue.

Following a weekend at the Southbank Centre on 5th-7th July, the festival will run in Hull on the 12th-14th of July 2019, inhabiting a multitude of traditional venues, which may include (but not be limited to) City Hall, Hull Minster, Hull Truck Theatre, The



Guildhall and Hull Central Library, and alternative and outdoor spaces across the city centre, which may include (but not be limited to) a warehouse space, Nelson St Pier, Scale Lane Bridge and more.

This event is free and ticketed. Each performance will be played for 15 minutes, followed by a 20 minute interview with BBC Radio 3 and a Q&A with audience. After the interview, the piece of music is then played again, so that the audience may experience it again with more knowledge and perception. The schedule of performances will be in a relay format – pieces will be programmed back to back so that audiences can walk between venues and see every piece if they choose to. In addition, many of the composers will require rehearsal space and time.

Some pieces will be repeated or there may be scope for artists to perform an additional piece within the programme, resulting in a schedule of up to 25 shows. Discussions are ongoing about a possible afterparty with up to three performances for composers, commissioning partners and delegates.

Live recording is required for BBC Radio 3, as they will play the pieces on the radio across the event weeks. NMC Recordings will then license the recordings so that they may be downloaded and have a life after the festival.

REQUIREMENTS

Absolutely Cultured is seeking to appoint a Production Manager or Production Management company with a wide range of experience and expertise to oversee the practical delivery of the project in Hull. The supplier will work alongside the Absolutely Cultured producing team and their core delivery partners, including PRS Foundation, BBC Radio 3 and NMC Recordings, as well as up to 500 Volunteers, to manage the technical, production and operational delivery of this three-day event of predominantly new work across various venues within the city centre. They will be responsible for advising the composers, their commissioning organisations, venues and the producing team on technical solutions as creative and practical elements of the shows, and the festival as a whole, are developed.

3. SCOPE OF WORKS

1. **Production Management** including (but not limited to):
 - Scoping technical and production requirements for individual performances and/or from technical riders
 - Be lead contact with all venues and artists / commissioning organisations for technical and logistical arrangements
 - Scoping and prioritising accessibility requirements with artists and venues
 - Scoping technical and production requirements for the Absolutely Cultured new commission



- Provide technical advice and support to artists on the delivery of their performances and on the production and delivery of the Absolutely Cultured new commission
- Scope technical and production requirements for wider event infrastructure such as wayfinding, signage, etc.
- Advise the Producing team, composers and commissioning organisations on suitable and cost-effective technical and production solutions
- Venue scoping where required
- Site visit(s) with composers and/or commissioning organisations
- Budgeting
- Scheduling of technical and logistical arrangements including installation/deinstallation and staffing, and assisting the Production Team in the scheduling of the festival as a whole, including performance and rehearsal dates and times
- Site design
- On-site production management
- Supply, coordination and management of suitably experienced and, where appropriate, qualified crew, technical personnel and stage management.

2. Event Management and Planning, including (but not limited to):

- if relevant, attendance of SAG meetings and necessary communication with the relevant SAG members for any outdoor pieces.
- The preparation and distribution of an Event Management Plan to include (but not be limited to):
 - A safety policy statement
 - Risk Assessments
 - Crowd Management plans
 - Medical plans
 - Site / Venue plans
 - Accessibility plans
 - Communications plans
 - Welfare Arrangements
 - Access and egress calculations and arrangements
 - Safeguarding policy
 - Schedules
 - Traffic Management plans (if needed)
 - Onsite event and safety management
 - Liaison with creative teams and artists
- Implementation of the above plan, including (but not limited to):
 - Management of contractors' delivery against the above plans



- On-site event management

3. Safety Management, including (but not limited to):

- Ensuring compliance with all relevant legislation, including (but not limited to):
 - The Health & Safety at Work Act
 - The Management of Health & Safety at Work Regulations
 - The Licencing Act
 - The Regulatory Reform (Fire) Order
 - CDM 2015
 - LOLER
 - PUWER
 - RIDDOR
 - COSHH
 - The Control of Noise at Work regulations
 - The Road Traffic Regulations Act_e
- On site safety management in line with the event management plan.

4. Production Budget Management

- The Production Budget shall be managed by the Production Manager. The Production Manager shall receive an additional administration fee equalling up to 5% of the Production Budget, as agreed with Absolutely Cultured.
- Producing detailed Production Budget and cash flow forecasts
- Procurement of additional goods and services as agreed with Absolutely Cultured and on transparent basis
- Demonstrate best value in all procurement and expenditure

4. KEY DATES

The Supplier will be available on the following dates over the full period (Feb – August 2019):

- Dates (TBC) for site visits with artists and suppliers as and when required over the full period.
- Dates for project meetings with Absolutely Cultured team as and when required over the full period.
- 12th-14th of July for the delivery of the festival.
- Rig / derig period. TBC, approx. 2 days in advance of the dates and 1 day following.
- Final debrief, evaluation and finance meeting to take place by the beginning of August.



5. HOW TO RESPOND

1. Please provide a statement, outlining the following details (Max 2 sides of A4):
 - Your experience of working with artists on new commissions and offering practical support to enable their vision.
 - Your specific experience of delivering and event managing sound and/or music installations and performances as well as events or festivals over a variety of different venues, both traditional and unconventional.
 - You and/or your company's capacity to deliver within the timeframe.
2. Please provide a quotation for the delivery of Production Management and Event Management services against the scope of works above.

A Production Management fee in the region £6,000 is anticipated and there is an approximate production budget of £50,000-70,000 available.

Your quotation should be broken down into:

- Estimated preparation days and meetings with rates
- Estimated onsite days – with rates
- Any necessary expenses

Please note that at this stage it is only necessary to quote for Production Management and Event and Safety Management services. Day rates should be provided for other staff such as crew, but number of days/number of people for these roles will be scoped at a later stage.

3. Confirmation that you would be able to manage the production budget and financial management of suppliers. (*please note, evidence of capacity to provide financial management may be required before a contract is agreed*)

Please read this document thoroughly, if you have any questions, please get in touch with the given contact on the cover sheet by e-mail.

Submit your quotation and any supporting documents to lily.mellor@absolutelycultured.co.uk by **midnight on 27/01/2019**

In submitting a quotation, you acknowledge that we may award this contract to one supplier, several suppliers or choose not to award the contract.