**ABSOLUTELY CULTURED**

**REQUEST FOR QUOTATION**

**Humber Street Gallery, Technical Coordinator**

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| **Issued by:** | **Absolutely Cultured Pacific Exchange**  **40 High Street Hull**  **HUI 1PS** |
| **Contact email:** | [john.heffernan@humberstreetgallery.co.uk](mailto:john.heffernan@humberstreetgallery.co.uk) |
| **Title:** | **Technical Coordinator** |

# 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.

**ABOUT ABSOLUTELY CULTURED**

*Absolutely Cultured’s core purpose is to put culture at the heart of Hull’s ambitions and aspirations. Built on the foundations of the company that delivered Hull’s momentous year as UK City of Culture 2017 we produce a high quality, imaginative programme of cultural events, accessible to all, that’s cementing Hull’s reputation as a centre for creativity and culture. Our events inhabit and animate Hull’s incredible outdoor spaces and we work with artists who create work which brings people together and connects communities.*

*We also run a leading gallery for contemporary art, Humber Street Gallery, and continue to develop and grow the award-winning City of Culture Volunteer Programme.*

*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 and we are committed to opportunities for creative learning, participation and engagement across everything we do.*

*Further information on Absolutely Cultured can be found by visiting* [*absolutelycultured.co.uk*](https://www.absolutelycultured.co.uk/)

**ABOUT HUMBER STREET GALLERY**

*Initiated as a pop-up space within the UK City of Culture 2017 programme, Humber Street Gallery launched as a contemporary art space in the heart of the city’s cultural quarter, The Fruit Market. Housed in a former fruit warehouse the gallery is open to everyone to experience, for free, world-class exhibitions and events through animated, innovative and accessible formats. Humber Street Gallery’s programme is underpinned by a series of talks, performances, screenings and workshops that nourish and support our audiences to engage directly with creative practices through participation and discussion.*

*From April 2019 Humber Street Gallery programme will adopt a new format that allows for a greater variety of activities across the three exhibitions spaces, a more constant presence and limited down time during exhibition change over, essentially meaning that there is always something to see. The programme will be centred around four core exhibitions in Galleries 1&2 across the year and seven projects in the newly renamed Project Space.*

*Gallery 1 (ground floor) will now become Project Space with exhibitions and projects lasting up to 8 weeks formed of workshops, residencies, performances and more. The ambition for the Project Space is for audiences to have a more hands on experience of visual arts practice. Typically, this will be delivered by an early career artist and incorporates our ambitions to support Hull based practitioners.*

*Galleries 2&3 will become Gallery 1 (first floor) and Gallery 2 (second floor) and will typically be used by one artist to present longer durational exhibitions of up to 12 weeks long. These will be formed of partnership exhibitions as well as new commissions by mid-career and more established artists.*

# REQUIREMENTS

Absolutely Cultured is seeking to appoint a Technical Coordinator with a wide range of experience and expertise to oversee the practical delivery of the exhibitions and projects. The supplier will work alongside the Humber Street Gallery team to manage the technical, production and operational delivery of these activities across each of the gallery spaces. They will be responsible for advising both the commissioned artists and gallery team on technical solutions.

You will be required to work at Humber Street Gallery, 64 Humber Street, Hull, HU1 1TU

# SCOPE OF WORKS

1. **Exhibitions & Projects Management** including (but not limited to):

* Planning, organising and preparing all necessary equipment, display and other installation requirements with the Senior Curator and Assistant Curator as required, as well as external curators and artists
* Commissioning and supervising external contractors ensuring that all health and safety requirements are adhered to
* Team working to ensure impact on visitor experience is minimalised
* Overseeing the technical and logistical requirements of artists installations and commission of new work including digital requirements
* Advise and oversee any electrical absolutelycultured.co.uk and or joinery for gallery build out
* Managing and overseeing with the curatorial team logistics for the transport, delivery and collection of artists to and from site
* Leading on the installation of AV within exhibitions displays, and liaising with digital artists and producers when required
* Working with the Curatorial team assisting in the management of installation budgets in liaison with the Senior Curator and Assistant Curator
* Liaising with the Senior Curator and Assistant Curator with regard to the security and environmental requirements of works of art to ensure an appropriate standard of care is maintained in the galleries
* Preparing relevant and necessary risk assessments

**Production Management** including (but not limited to):

* + Provide technical advice and support to artists on the delivery of their new commissions
  + Scope technical and production requirements for wider event infrastructure
  + Advise both the Senior Curator and Assistant Curator and the commissioned artists on suitable and cost-effective technical and production solutions
  + Site visit(s) with commissioned artists
  + Budgeting
  + Scheduling
  + Site design
  + On-site production management
  + Supply, coordination and management of suitably experienced and, where appropriate, qualified crew, technical personnel and crew.

1. **Event Management and Planning,** including (but not limited to):
   * The preparation and distribution of an Installation Management Plan to include (but not be limited to):
     + A safety policy statement
     + Risk Assessments
     + Site plans
     + Accessibility plans
     + Communications plans
     + Welfare Arrangements
     + Schedules
     + 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
2. **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 Ace
   * On site safety management in line with the event management plan.

# KEY DATES

The arrangement of your working hours will be made in consultation with the Senior Curator. Between April – December 2019 you will be required to work a minimum of 62 days to cover the following install dates (subject to change):

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| --- | --- | --- |
| Quarter 1 | Quarter 2 | Quarter 3 |
| 1st – 11th April  20th – 24th April  Plus 4 days planning  Total: 20 days | 1st – 11th July  15th – 19th July  2-6th September  Plus 4 days planning  Total: 25 days | 30th September – 10th October  21st – 25th October  9th – 13th December  Plus 4 days planning  Total: 24 days |

# 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 exhibitions and experience with contemporary art
* You and/or your company’s capacity to deliver within the timeframe.

1. **BUDGET**

* Budget for this activity of work is £10,000

Please provide a quotation for the delivery of the services against the scope of works above.

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 [lauren.velvick@humberstreetgallery.co.uk](mailto:lauren.velvick@humberstreetgallery.co.uk%20%20) by **midnight on 01/03/2019**

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