

Tender Brief: Project Based Research for a Theatre Company in Residence for Birr Theatre and Arts Centre



Introduction

Birr Theatre and Arts Centre (BTAC), wishes to engage a suitably qualified / experienced individual(s), to work with the board and staff in developing a theatre company in residence rationale and brief for 2022. The appointed person(s), will engage, through a process of project based research and experiential participation with BTAC, local artists and community. This appointment will be on a contract for services basis. Applications are welcome from invited individuals, organisations or research teams.

Timescale – to complete research by **end of October 2021**. The total fee for the researcher including relevant expenses is **€8,000**.

Application deadline – Monday 28 June 2021

Context

Central to the arts activity in the town of Birr, is Birr Theatre & Arts Centre which provides a space for performances, visual arts, workshops and rehearsals for professional and amateur artists and audiences living and working in the Offaly region. Since opening in July 2000, we consistently deliver a high quality arts programme to a loyal audience base and have supported artists as they build their careers.

Developing the centre as a centre for arts residencies in the county is one of our aims as outlined in our Strategic Plan 2019 - 2024. We successfully hosted a dance residency with Legitimate Bodies Dance Company 2007 - 2013 and now wish to develop residency opportunity for artists further.

Key objective of the Project Based Research:

- Examine the existing programme and explore how this might benefit through the development of a theatre residency to take place in 2022
- Examine how this residency could help develop BTAC's current strategy
- Explore the potential advancement of skill and capacity building of staff and board
- Explore the benefits to local artists, arts organisations and festivals
- Explore how such a residency could find new ways to animate and engage with artists and local communities in a meaningful way, living alongside Covid 19.
- Examine the possibility of the development of a theatre company for Offaly through the residency
- Identify potential partnerships and collaboration.
- Assist in the development of a theatre company residency brief for funding applications

Project Based Researcher's Role

- The researcher will design and organise a range of innovative and imaginative events with BTAC, the local arts community and the local community with the aim of informing the research. For example, organise and facilitate a series of focused round table discussions / workshops / brainstorming events that will engage key stakeholders – the delivery of which may need the use of digital platforms.
- Write a detailed work plan for the delivery of the project in consultation with BTAC including an outline and timeline for delivery of events and research completion / theatre company residency brief.
- Conduct meetings/ discussions with stakeholders to discuss progress of the project.
- Provide progress reports and updated schedules for feedback from BTAC.
- The project will need to comply with BTAC's GDPR policy, explain how this will be managed through the process.
- Delivery of programme to agreed schedule.
- Manage all administration in relation to the project.

Please note all meetings will comply with current public health guidelines and take place online until guidelines change.

Project Based Research will need to take account of:

- Current Strategy of BTAC
- Current programming model of BTAC including access to demographics and audiences, activity, needs, staff, capacity.
- Understanding of local social economic, cultural profile as it relates to BTAC
- Funder and stakeholder priorities and policies including those of local cultural organisations, The Arts Council and Offaly County Council.

Role of Birr Theatre and Arts Centre within the tender:

To provide information and access to any relevant information available

- To provide support and guidance.
- To provide contacts for key individuals from arts infrastructural organisations
- To assist with any information distribution via databases / social media
- To provide space and assistance on any agreed events relating to the project

Timetable

The research should commence as soon as practicable and be **completed by 31 October 2021** with staged progress reporting during the interim. The tender contract will be based upon delivery of project within three months from signing the contract [This date may be reviewed if any unavoidable delays to timetable occur due to current health crisis]

Budget

Submitted budgets should not **exceed 8,000 euro** including fee (shown as daily rate) travel, VAT and per diems. Please supply a budget as outlined below in 'submitting your proposal', the budget will be assessed competitively in terms of current artist payments rates (see VAI for guidelines).

Work Programme

Researcher will be expected to:

- Write a detailed work plan / schedule and meet with BTAC for briefing meeting [This meeting may be arranged remotely due to the current restrictions in place].
- Conduct consultations / research in Birr and its environs with general public, local communities and artists, local arts organisations, local authority relevant personnel.
- Write and submit a draft report including theatre company in residence brief for feedback from BTAC
- Submit a final edited report as above that is publication ready.
- May be required to present the results of the project [this may need to be conducted as an online presentation].

Who do we want to consult?

- We would anticipate that the project based researcher will consult with a wide range of stakeholders and relevant cultural providers, locally nationally and possibly internationally.

- The project based researcher would also need to consult directly with Offaly County Council Arts Office
- We would also expect the researcher to consult with the general public, local communities and artists who engage with, have an interest in BTAC, including local arts organisations, local authority staff and councillors

Reporting

The researcher will be required to provide status reports to BTAC as agreed in accordance with pre-determined milestones.

Application Process

Apply in writing via email to info@birrtheatre.com with the subject line: **Project Based Research for a Theatre Company in Residence for Birr Theatre and Arts Centre** **To arrive no later than 4pm 28 June 2021**

Please note:

- Do not send emails above 10MG [up to you to set] and if possible, send weblinks links for supporting material.
- Send application as one PDF attachment.

Applications must include each of the following:

1. Outline suitability for the role: a professional C.V., letters of support, and any other information deemed that demonstrates **relevant** experience
2. An outline of the planned approach for the development of the research, including innovative and imaginative project-based events for the gathering of ideas, needs and ambitions of all stakeholders
3. A detailed timescale for the project including numbers of day's work for; research, community / stakeholder contact, administration, plus a preliminary schedule and expected delivery dates - *the tender contract will be based upon delivery of project within a maximum period of 3 months from signing the contract.*
4. A budget which indicates how you will use the funding with headings such as researchers fee and a breakdown of other fees such as resources, transport, travel, accommodation costs.
5. Please supply supplementary information to support the application via email (note everything is to be in one PDF), these can include evidence of previous work; a short description of relevant previous projects, copies of photographs/audio or visual documentation, press reviews, publications, etc.
6. Name two relevant referees.

Assessment and evaluation criteria

Responses to the brief will be evaluated against the following criteria in relation to the applicant.

Category/ Criteria		Weighting (Marks)
1	Evidence of researcher experience – including evidence of ability to design, plan, organise and deliver across the sector	300 marks
2	Evidence of experience in or understanding of a Theatre context, and specifically the requirement of a Theatre / Theatre Company Residency	300 marks
3	Communication skills across a wide range of stakeholders with evidence of delivery across digital platforms	200 marks
4	Value for money	100 marks
5	Evidence of capacity to deliver within the timeframe	100 marks

A minimum qualifying threshold of 50% of the mark for categories 1-3 will be applied. In the first instance a selection panel will assess proposals, this will be based on information supplied. All submissions will be assessed by BTAC and their chosen representative(s).

Shortlisted applicants may be invited to do a short online presentation.

BTAC reserve the right not to proceed with any proposal under this invitation and consider other appropriate courses of action.

REQUIREMENTS

- The appointed researcher will provide up-to-date tax clearance certification and will continue to hold this for the duration of the contract.
- The appointed researcher will be required to hold professional indemnity insurance with a reputable insurance company.
- In the first instance a selection panel will assess proposals, this will be based on information supplied.
- Proposals received after the date outline below will not be accepted under any circumstances.
- In line with *Children First: National Guidance for the Protection and Welfare of Children (2017)*, BTAC is required to ensure that contracts issued to anyone whose work brings them in contact with children are meeting their obligations under the *Children First Act 2015*.
- Any appointment will be made in adherence to BTAC Child Protection Policy, Child Safety Statement and Health & Safety Statement.

This project is supported by:

