



Brief for delivery of Town Hall Creates workshops

1. Introduction:

This brief sets out the requirements for a freelance creative workshop practitioner to deliver the 'Town Hall Creates' workshops, a pilot activity for the development phase of the Lowestoft Town Hall project. The aim of these activities is to engage with a diverse cross-section of the community, including harder-to-reach groups, in order to support a National Lottery Heritage Fund delivery phase bid. Lowestoft Town Hall Project is a Lowestoft Town Council initiative supported by the National Lottery Heritage Fund, Architectural Heritage Fund, Historic England, Towns Fund and East Suffolk Council.

2. The Project:

The Lowestoft Town Hall project will transform the Town Hall into a multifunctioning building that will be in the heart of Lowestoft and the Harbour Ward. The Grade II Town Hall will become a heritage hub, with adjacent gallery/exhibition space/ arts and crafts spaces and hot desking for creative enterprises. The building will also become an events venue and office for the Town Council.

The Lowestoft Town Council has been awarded a development grant from National Lottery Heritage Fund to progress its plans to a delivery stage application.

This is complemented by a pilot activity programme that will demonstrate our capacity to engage with a diverse cross-section of the community, including harder-to-reach groups, and will also test out our collaborations with partners.

3. 'Town Hall creates workshops'

These pilot sessions will work with different target groups within the community to look at the Town Hall's architecture and heritage crafts, in particular the highly significant Council Chamber stained glass, to inspire contemporary works to display for pop up exhibitions in the Town Hall (or other local venue). We are looking for workshop ideas that are inclusive, innovative, playful and fun

We would require a minimum of 2 sessions per target group. Applicants can either quote to deliver workshops for all of the groups or just one specific group. **Please make it clear in your quote which workshop groups you are quoting for.**

- Workshops for people on lower incomes/unemployed- £700 max
- Workshops for older people- £700 max

Total= £1,400 to include resources. No additional expenses, for example travel, will be paid.

Principal Tasks:

- To devise activities and resources to deliver creative workshops inspired by the Town Hall's architecture and heritage crafts. Support will be provided by the Heritage Engagement Coordinator
- To work with the Heritage Engagement Coordinator to produce promotional material
- To produce relevant risk assessments
- To work with the Heritage Engagement Coordinator to capture relevant evaluation information

4. Reporting

The Creative practitioner will deliver the workshops alongside the Project Heritage Engagement Coordinator. They will also work with the Evaluation Consultant to ensure that the appropriate information is collected in order to sufficiently evaluate the activities.

5. Freelance creative workshop practitioner specification:

The successful applicant will have the following experience:

- Experience of delivering creative workshops and outreach activities for heritage and/or cultural attractions, or within local communities
- Developing and creating activities and associated resources to engage a diverse range of audiences
- A keen interest in heritage and in engaging people in creative activities
- Experience of working with local communities
- Good communication skills including the ability to engage with a wide range of stakeholders

6. Timetable

The workshops should be delivered between November and March inclusive. Dates to be arranged with the Heritage Engagement Coordinator and Heritage Project Manager on confirmation of successful quote.

7. Quote and performance evaluation:

Please email a covering letter to Jess Johnston Heritage Project Manager jessjohnston315@gmail.com stating:

- Which workshop/s you are quoting for
- How you will adapt each session to appeal to each specific group
- How you will adapt each session to the needs of the specific group
- Your relevant experience
- A fixed-price quote including costings, plus details of the hourly rate charged



- Your CV
- Signed Mandatory Declarations form.
- Confirmation of £5 million Public Liability Insurance
- Two references from previous projects or employers in the heritage or cultural sector.

Price/Budget	The maximum fee to deliver workshops to <u>all</u> the target groups is £1,400 to include resources.
Contract Details	The workshops should be delivered between November 2022 and March 2023 inclusive.
Invitation to quote issued*	Monday 24 th October 2022
Closing date for invitation to quote*	Monday 7 th November by midday
Decision on award of contract*	Monday 14 th November 2022