

Tyne & Wear Archives & Museums: Regional Cultural Learning CreatED Producer/Primary Consultant call-out brief

Creative Classrooms: CreatED – Subject specialist training for teachers.

Background

Tyne & Wear Archives & Museums (TWAM) is a regional museum, art gallery and archives service. We manage nine museums and galleries across Tyneside and the Archives for Tyne and Wear. We are supported by the four local authorities in Tyneside and Newcastle University. TWAM is also a National Portfolio Organisation funded by Arts Council England.

We hold collections of international importance in archives, art, science and technology, archaeology, military and social history, fashion and natural sciences.

We deliver a number of regional programmes including the Regional Cultural Learning programme, which aims to continue the legacy of the Culture Bridge North East programme by linking the cultural and education sectors together to ensure that children and young people benefit from access to excellent cultural learning opportunities.

Culture Bridge North East launched CreatED in January 2021, a creative subject specialist training series and resource bank within the Creative Classrooms online CPD Hub. During 2021-2023 The CreatED programme successfully delivered 15 events which were fully booked and very well received by teachers from all over the region.

TWAM is now leading on the legacy of CBNE by continuing to host and redevelop this successful and well used resource for the region's teachers.

2. Objectives of this consultancy

We are seeking to appoint a freelance Creative Producer and a Primary Consultant to work with us from October 2023 to April 2024 to plan and deliver (alongside expert speakers) a 5-part CreatED online training series, explained below. This series will be for a primary teacher audience and **these roles can be applied for separately or can be combined if the applicant has the ability and experience to do both.**

CreatED: Museums and Galleries

An online training series for primary school teachers

CreatED: Science

CreatED: Art

CreatED: History

Workshops will also be recorded and edited for the TWAM Creative Classrooms Professional Development Hub for teachers. <https://twamschools.org.uk/teacher-cpd>

There will be 5 x 2-hour subject specialist sessions focusing on collections from TWAM venues

Sessions will include takeaway digital resources which will also then be available on the Compendium resource bank on the Creative Classrooms Hub

3. Deadline for submission of proposals

17:00 on Friday 15 September 2023

4. Criteria

We are looking for the following knowledge, experience and skill set between the two roles, or it could be combined into one role:

Producer

- Experience of producing excellent quality CPD events and resources
- Experience of recruiting and supporting session speakers
- Experience of online delivery of CPD
- Knowledge and experience of working within the cultural sector

Primary Consultant

- Experience of primary school leadership

- Knowledge and experience of the National Curriculum art and design, science and history programmes of study (KS1/2)
- Experience of producing and delivering excellent quality CPD for teachers

Administrative and communication support are available to the Creative Producer from the TWAM Regional Cultural Learning team. There will also be digital stage management organisation brought in to support the technical rehearsals and live delivery of the sessions.

Timescale

- Proposals must be received by 17:00 on Friday 15 September 2023
- Interviews will take place late September. TBC
- Successful applicant will start contract on 1 October 2023
- Session development October 2023 – December 2023
- Session delivery – January – April 2024

5. Procurement

The deadline for submission of proposals is **17:00 on Friday 15 September 2023**

Quotation assessment

There is a fixed price (inclusive of VAT) for this work, including all time, travel, subsistence and other costs.

Budget

- £2,500 Primary Consultant 6 days
- £4,100 CreatED Event Producer 9 days

Or a combined role of 15 days **£6,600**

(N.B. Additional budget of £2,000 will be available to source external speakers/trainers.)

Proposals

Based upon the information we have provided and the outputs we have stipulated in this brief, explain how you would propose to undertake this commission and outline the programme for delivery. Please provide details of how you propose to deliver this work, including:

- How the commission will be delivered.
- How you will communicate and collaborate with TWAM's Regional Cultural Learning Team
- Your experience of work relevant to this commission.

Please submit your proposal, on no more than 2 sides of A4, by email to:
charlotte.dack@twmuseums.org.uk. Proposals must be received by **17:00 on Friday 15 September 2023**

6. Contact

If you have any questions or would like an informal discussion about this work, please contact: charlotte.dack@twmuseums.org.uk to arrange a call.