

Title	<b>Creative Producer</b>
Project	<b>‘Create to Recover’</b> programme
Commissioner	Torbay Culture (part of TDA)
Contract period	1 July – 30 November 2020
<b>Deadline for submissions</b>	
Client contact details	Martin Thomas, Torbay Culture, TDA, 3rd Floor Tor Hill House, Union Street, Torquay TQ2 5QW E: <a href="mailto:culture@tda.uk.net">culture@tda.uk.net</a> W: <a href="http://torbayculture.org">torbayculture.org</a>

### 1. Background

Torbay adopted a ten year cultural strategy in 2015 and working with partners Torbay Culture has been transforming cultural provision and engagement in the area since then. During recent years with investment from Arts Council England, and from the Great Place Scheme funded by the National Lottery Heritage Fund and the Arts Council, we have developed the infrastructure for arts and heritage in Torbay. Our aim is to ensure that residents and visitors have the opportunity to experience great culture, and that culture and creativity are at the heart of long-term change and improvement in Torbay. You can read about our mission and strategy here: <https://www.torbayculture.org/manifesto>

### 2. This project

Torbay Culture has secured **Arts Council England COVID-19 emergency response funding** to support the cultural and creative sector’s recovery in the bay. As part of this, we are offering several **‘Create to Recover’ project** grants for independent creative practitioners in Torbay. There will be a total of nine awards, varying in scale between £750 and £1,500 each (see related brief).

This brief is for a freelance **Creative Producer** to manage the delivery of this project, and provide advice and support to the Creative Project grant recipients.

The person delivering this work would be a point of contact for artists and cultural partners during the course of the project (July-November 2020) in consultation with the Executive Director of Torbay Culture.

### 3. Commission brief

#### 3.1 Key outputs and activities

The Creative Producer will be responsible for delivering the following:

- Production support for the nine creative/artistic projects (the nine creative/artistic works produced as a result of the open commission process by the end of October) to ensure successful delivery
- Supporting the creative project grant recipients in making local connections where relevant to fulfil the project, including with cultural or heritage locations if possible within Government guidelines; and in promoting and sharing information about the ‘Create to Recover’ works.
- A written summary report with images, documenting the activities, learning and impact of the whole project, to be delivered at its conclusion (by the end of November); including the collection of information and materials to inform this report.

#### 3.2 Objectives and outcomes

The outcomes we are seeking through this contract are:

- Torbay residents have the opportunity to engage with cultural activity produced by local creative practitioners
- Creative practitioners are supported to deliver their projects during the period of the project and through this are able to continue their practice as the impacts of covid-19 are felt

- Arts Council England and other stakeholders are aware of the activities, learning and impact achieved with the ACE Covid-19 Emergency Funding.

#### 4. Key relationships

To deliver the brief successfully, the Creative Producer will engage with:

- individual creative practitioners who are selected for the project grants,
- potential cultural/heritage organisations which are involved in related activity,
- the Executive Director and Programme Manager of Torbay Culture.

#### 5. Fee and contractual requirements

Our maximum budget for the contract, including expenses and VAT, is £ 6,000. The agreed fee would be paid at intervals according to an agreed delivery plan and on receipt of an invoice.

The contractor is required to have relevant insurances in place including Professional Indemnity and Public Liability Insurance to the value of £5,000,000 and, if appropriate, Employers' Liability Insurance as required by law. On appointment, the contractor will need to provide a statement about how they manage personal data to GDPR standards.

Please note, in the event that they are unable to perform the services themselves, the successful contractor will be expected to provide (at their cost) a suitably skilled and qualified substitute to perform the services on their behalf in order to comply with the terms of the contract. The substitute must be able to meet all of the criteria of this brief and be approved in writing by TDA.

#### 5. Outline project timeline

Activity	Description	Dates (estimated)
Contract start date	Inception meeting and selection of artists	6 – 8 July 2020
Contract delivery	Activity will take place, timings to be determined in consultation with project grant recipients.	July to 31 October 2020
	Mid-point review meeting between Creative Producer and Torbay Culture	18 September 2020
Contract conclusion	Summary report will be produced	20 November 2020

#### 6. Submission and selection process

##### 6.1 To apply

Please submit the following by email to [culture@tda.uk.net](mailto:culture@tda.uk.net).

- a. Name and whether applying as sole trader, limited company, partnership, etc. if appropriate, include company name and address.
- b. A written statement, 500 words / maximum 2 sides of A4, detailing:
  - your approach to delivering the brief
  - evidence of your successful track record in delivering similar work elsewhere
  - your capacity to deliver the brief, including estimated time commitment and confirmation of your availability
- c. CVs of the key individuals to be involved
- d. A budget outlining costs for delivery of the brief, bearing in mind the total fee available.

## 6.2 Selection process and timetable

Activity	Description	Dates
Brief issued		8 June 2020
Closing date for submissions	Applications to be sent by email to <a href="mailto:culture@tda.uk.net">culture@tda.uk.net</a> Please state ' <b>Creative Producer</b> ' in the title of the email.	22 June 2020
Shortlisting	Submissions will be evaluated against the brief and shortlisted.	24 June 2020
Interview	Shortlisted applicants will be invited to interview via video conference (panel members TBC)	30 June 2020
Contract award and kick-off meeting		6 July 2020

These dates are given as a guide only and may be subject to change by Torbay Culture/TDA.