

Leicestershire County Council

Brief for consultation

Foxton Museum Traveller Exhibition

1.0 Background

The Communities and Wellbeing Participation Team supports local people to explore, access, create and share culture, with aims that include empowerment and improved wellbeing. Our work involves co-produced projects with various community groups; volunteering, with a dedicated volunteering team; and Cultural Communities Network, which works with Community Managed Libraries and Independent Museums through a grant scheme to facilitate projects that support the local communities and the organisation.

www.cultureleicestershire.co.uk.

As part of Cultural Communities Network (CCN) the Participation Team works with Independent Museums and Community Managed Libraries to increase wellbeing and reduce loneliness. As part of the CCN partnership to develop Foxton Museum we would like to explore local traveller culture; their experiences, heritage and lives through the creation of co-produced and co-curated exhibitions both digitally and in Foxton Museum, with the intention that the exhibition will visit other sites across the county. We have the support, expertise and skills of highly skilled curators and archivist colleagues alongside an outreach team of heritage experts. We are also working alongside Museum Development East Midlands (MDEM) who are part funding the project. We are looking for a community rooted consultant / partner to co-deliver this project.

2.0 Aims of the project

- Offer members of the traveller community a platform to share through community curation
- Support participants to explore how stories, art, objects and documents can help tell their story
- Support a wider understanding of the traveller community for settled Leicestershire communities
- Provide space to listen to issues raised if this is deemed appropriate by participants
- Contribute to a better understanding of the traveller community and increased cultural competence in the wider Communities and Wellbeing team

- Support the museum to become more accessible/ relevant to local communities

3.0 Project Parameters

The project recognises that the traveller community experience widespread prejudice and misunderstanding . The aims and outcomes of the project should be determined by the traveller community involved. The participants from the traveller community will define the goals of the project from outset, working with the museum and CCN to implement them. CCN may facilitate skills development to support participants, or input expert advice on collections care, exhibition design etc., but the community is supported to make all critical decisions to meet their needs. The parameters and capacity of the museum must be considered at all time

The relationship between the museum, CNN and participants is driven by equality. The project should include the different groups within the local traveller community (e.g. Irish travellers, canal boat people) where appropriate, either individually or in groups. The project should be informative, authentic, celebrate the community and break down prejudice. The outcome will be an exhibition at Foxton and online, the contents of which will be determined by the traveller community within the framework of Foxton Museum and LCC.

4.0 Project Scope Ultimately the aims and vision for the exhibition will be determined by the participants. There does need to be a clear link to Foxton Museum as the host. Themes could include:

- The history of travellers living in the Foxton/Harborough area
- Life on the road
- The importance of canals
- Family
- Festivals and fairs
- Women's stories
- Business and making a living
- Hobbies and interests
- Traditions and rites of passage
- Artefacts, photographs, documents and oral histories

- Misconceptions/myth busting

The exhibition should be presented in line with LCC's, Foxton's and MDEM exhibitions policies and guidelines.

5.0 Timeframes

- Autumn 2021 engagement to start
- Exhibition Spring 2022

6.0 Purpose and outcomes of tender

Role of Consultant / Partner	Outcome	Timeframes and commitment anticipated
Be our bridge organisation to connect with traveller individuals and communities	To ensure meaningful content which will benefit the day to day lives of individuals within this community	Sept Oct 21
Facilitate the co-curation experience by facilitating workshops to engage with the traveller community at venues in and around Market Harborough. These workshops should elicit stories from people that can contribute to the exhibition and identify objects and photographs for the exhibition.	Work with individuals and groups. Be available (or support volunteers to) support people to translate/communicate personal and sensitive experiences and contributions.	Oct 21-Jan 21
Advise on the marketing and promotion brief for design / language used etc. Please note we do have dedicated staff to execute this.	Co-produce the brief for design for the e-flyer/s	March/April 22
Provide training for the Participation Team, Foxton Museum trustees and volunteers and staff in venues where the exhibition will be displayed (as determined	2-hour session for 15 plus people, (all non-travellers) delivered in person or via zoom depending on covid restrictions.	

by CCN team and traveller community participants), such as libraries.	The session should cover the history of the traveller community, the long history of prejudice they face, an insight into their culture and traditions and myth busting.	
Support local people in the traveller community to voice their experiences.	The exhibition has an authentic voice from the traveller community.	Ongoing
Contribute to the planning and content creation of the social media campaign executed by the Participation Team.	Promote through existing contacts. Advise team on post content regularly. Gather social media content from engagement sessions.	Ongoing
Advise Foxton Museum and C&W service on ongoing inclusion of travellers in their spaces, exhibitions and collections	Legacy plan for Foxton Museum and C&W drawn up,	Spring 22
Link this project with other Participation team activity e.g. Culture Mark, Unlocking Sounds, Home Culture Service	Be prepared to work with other Participation Team staff where their work can support the project.	Ongoing
Support the contribution of stories, oral histories, photographs, art, objects and documents for the exhibition including potential filming	There is a collection of material for use in the physical and online exhibition that come from the local traveller community and reflect their heritage and voices.	
Document the engagement process.	Keep records, videos, photographs of engagement sessions for use in exhibition, promotion and for future C&W use.	Sept 21 – Spring 22
Communicate and navigate FPN, consent, GDPR, etc	The exhibition content is compliant with all relevant guidelines and legislation.	Ongoing

7.0 Additional considerations

- Foxton Museum is an Independent Museum working with the CCN team. This specific project is funded by the CCN grant to Foxton and MDEM. The CCN team are working in partnership with the trustees and volunteers at Foxton Museum to develop projects to widen

participation and audiences for the museum. The museum hosts exhibitions relating to the canal and narrow boats. They have links with travelling canal boat dwellers and their heritage.

8.0 Project management

- LCC as client will have the final decision on all exhibition content.
- Take part in update meetings as and when necessary with Cultural Communities Network staff. To be available at least once per week for duration of contract.

9.0 Skills and experience

The following skills are required for this piece of work:

- Understanding of and experience of working with the local traveller community
- Connections with the traveller community in and around Market Harborough
- Experience of outreach and community work
- Ability to be flexible in your approach and experience of working with a variety of diverse audiences
- Experience of delivering training and embedding development work into organisations' working practices
- Experience of managing cultural projects
- Understanding of the benefits of co-production

10.0 Budget and payment

A fee base of £3500 (three thousand five hundred) has been earmarked in our budget to cover your involvement in the project. This includes all expenses. It does not include production of any marketing material, resources or exhibition costs.

11.0 Terms and conditions

- To abide by Leicestershire County Council's data protection and GDPR rules which will be shared
- As a consultant you agree to grant full copyright license to Leicestershire County Council any work / materials or other copyrightable items or activities that are produced specifically for the project will be fully licenced for exclusive use by LCC
- All final decisions and approvals will be from LCC

- Any materials purchased to undertake this project are the property of Leicestershire County Council and must be returned to the Participation Team upon completion of the work.
- Full terms and conditions will be provided on the official purchase order.
- All content created should be able to be transferred to Leicestershire County Council for digital storage or hosting, with exceptions for externally hosted features if applicable, subject to agreement.

12.0 Bidding process

You are invited to submit a written proposal by **23rd July 2021** to Helen Murray

13.0. Information required

The following will be required:

- Examples of similar work
- Ideas for method and approach
- Agreement to all skills, terms and conditions and timescales and budget
- Project Information Document

Contact details

The main contact will be:

Helen Murray

Community Participation Worker

Tel: 0116 305 8536 / 07526928783

Email: helen.murray@leics.gov.uk