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**Helpful Links:**

[Apply now through Culture Leicestershire](https://www.cultureleicestershire.co.uk/get-involved/creative-practitioners/)

[Find out more about Harborough Museum](https://www.harboroughmuseum.org.uk/) and [Leicestershire Library Service](https://www.leicestershire.gov.uk/leisure-and-community/libraries)

[Find out more about Culture Leicestershire’s projects here](https://www.cultureleicestershire.co.uk)

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**Commissioning Organisation:** Leicestershire County Council

**Team:** Culture Leicestershire (CuL), Market Harborough Library and Market Harborough Library and Harborough Museum

**Location:** Market Harborough Library and Harborough Museum, Symington Building, Adam and Eve Steet, Market Harborough, LE16 7LT

**Project Delivery Timeframes:** Various set dates between September 2025 and January 2026

**Commission Amount**: £4000

**Application Deadline:** 13th August 2025, 5pm

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**The Project: Creative Insight Gathering**

We are seeking a Creative Practitioner to plan, develop and lead creative activity that gathers local people’s views on our Museum and Library. We want the creative insight gathering to reach people who might not engage with traditional written or electronic surveys and to enable local people to open up and share their thoughts and feelings.

**Aims**

* To engage local residents, tourists and out of towners in the Library and Museum’s insight gathering in a creative and innovative way. This could be art, drama, writing, spoken word, making etc.
* To invite opinions and views now the site has been in operation for 10 years
* To reach people who do and do not currently use our sites
* To help meet Arts Council England’s ['Let's Create'](https://www.artscouncil.org.uk/lets-create) aims and ambitions.

**Creative Practitioner Requirements**

* Plan, manage, deliver and facilitate a series of sessions /workshops that engage people and invite insight gathering both on and off site.
* Questions to be asked will be pre-set
* To gather information and present findings which may support our future engagement and events programme
* To work outside the library/museum building and engage people who have not used our services.
* Incorporate the areas for insight gathering identified by Culture Leicestershire into the activities.
* Write and share risk assessments.
* Collaborate regularly with Culture Leicestershire staff and relevant local partners.
* Work with volunteers who may support the insight gathering process.
* Manage the budget and provide a comprehensive audit trail.
* Consider the environmental impact of any materials used.

**Skills and Experience**

* Demonstrable relevant experience of connecting with communities using creativity as a catalyst.
* Experience of working within the Cultural sector.
* Strong skills in planning, delivering and facilitating participatory activity with local people and families from a variety of backgrounds.
* An understanding of evaluation and drawing out people’s thoughts and ideas.
* An understanding of the health and safety requirements of proposed activity
* Experience working with community groups, volunteers and partners.
* Able to offer innovative ideas that provide something new, inspirational, and dynamic, considering the legacy of the project.
* Good communication skills across a wide range of partners/stakeholders.

**Timeframes**

* Insight gathering sessions during opening hours on site. Occurrences to be set out in proposal and agreed.
* At least 4 insight gathering sessions to take place outside the museum and library potentially coinciding with local events that will draw crowds, e.g. Christmas Late Night Shopping
* Dates to be agreed by mutual consent and negotiation with other partners (e.g. Harborough District Council)
* You must be available to run sessions on evenings and weekends, as well as weekdays.

**Working On and Off-Site**

You will be expected to work off site in and around the town and other venues, as well as onsite at the library and museum. You should think about how your sessions will tell people about the library and museum whilst you are elsewhere and what resources / support you might need / request to do this.

**Market Harborough Library and Market Harborough Library and Harborough Museum is a unique shared space.** **Therefore, you are strongly encouraged to visit while developing your submission to understand the space and unique blend of services and cultural experiences we offer.**

**Application Information**

**Please enter a submission using the application form linked at the top of this document, including the following information:**

* A proposal for a creative project potentially resulting in a creative output/legacy that delivers against the outlined expectations above.
* Any skills or experience (see above requirements) that demonstrates suitability for this project, including photographs or links to any relevant previous work.
* Details of how the proposed work could take place outside the library and museum building, including in the street or other venues such as the market.
* An outline of envisaged timescales for all stages of the project i.e. research, planning, delivery and feedback.
* A rough idea of session plans.
* A breakdown of how you would use the budget (please see the application form for more details). It is acceptable not to use all the budget, but it is ring-fenced for this work so you should use it all as far as possible. Please note that Culture Leicestershire recognises the [Artist’s Union pay guidance](https://www.artistsunionengland.org.uk/rates-of-pay/).
* Details of insurance and liability to deliver the proposed project, or intention to obtain this.
* Any envisaged subcontracting.

**Please send through any supplementary documentation, including visual/ audio representations of your output, pictures of previous work etc, alongside your application form.**

*Please note, we are aware applicants will have varied experience as a Creative Practitioner. Examples of your work can include professional commissions, course work and personal projects. We view the ability to identify areas where you may require more support as a positive, so please respond to each bullet point stating if there is any additional support you would require.*

**Budget**

The fee available is £3500. This should include all your time including research, planning, delivery, materials, and additional costs. A strong expression of interest will show a breakdown of costs and clearly demonstrate how the budget will be spent. For example:

* Time- this could be a price per participatory session including preparation time, delivery of the session and travel.
* Materials- this should be broken down into costs for participation materials
* Additional costs- these may include your transportation, administration, technical services.

**Payment Terms**

Please be aware that subject to our payment terms, the successful Creative Practitioner will be paid 50% upfront and 50% on project completion. If you are not already a supplier with Leicestershire County Council, you will be required to self-register before payment can be issued.

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**Additional Information**

**Support**

You will be supported primarily by the Community Participation Worker leading the project. You will be introduced to the staff on site at the library and museum. As part of your induction, you will be guided through LCC policies and procedures and receive an induction booklet with all the information you need for reference. You will have regular contact with the project leader, including regular scheduled planning meetings. You may also be supported by volunteers and have access to our volunteering team’s expertise in supporting and managing volunteers should you require it.

**Unsuccessful Applicants**

Applicants that have been shortlisted will be invited to an informal interview. Unsuccessful applicants will receive feedback, and contact details will be kept on file (with permission) for future projects.

**Terms And Conditions**

* To abide by Leicestershire County Council’s data protection and GDPR, including social media and photography policies.
* Leicestershire County Council is committed to ensuring that its services, policies, and practices are free from discrimination and prejudice and that they meet the needs of all sections of the community. All provision is expected to be in accordance with this principle.
* As a consultant you agree to grant full copyright license and ownership to Leicestershire County Council to use any final artwork, resource or creative output resulting from the project, in any manner they deem appropriate.
* For all or any aspects of the project to be photographed and filmed for the purpose of promotion or training.

**About Market Harborough Library and Market Harborough Library and Harborough Museum**

In 2014 the library and museum were refurbished and now share the first floor of the Symington Building in Market Harborough, having previously been in different parts of the building. There is a temporary exhibition space, as well as the permanent display galleries and community cases which are regularly updated.

The Museum tells local stories using objects from its collections and the collections of the Market Harborough Historical Society. Highlights include the Hallaton Treasure, items from the R&WH Symington & Co factory and a re-creation of Falkner’s boot and shoe workshop.

The library is part of Leicestershire Library Services and one of the biggest of 16 council run libraries in the county. There is also an extensive local studies collection. The first floor also houses the town’s registrar and Leicestershire Adult Learning Services classrooms. Also in the building are a banking hub, Harborough District Council services, Job Centre Plus and Citizens’ Advice Bureau, as well as businesses which occupy the ground floor.

**The Local Area**

Market Harborough is a rapidly growing, thriving market town in South Leicestershire surrounded by villages and a traditional rural community. The town has seen extensive new housing and a steep increase in population, with people coming from other parts of the country, notably London and the southeast, as well as further afield. More diverse than it initially appears, the town is also home to a Gypsy and Traveller community with 2 sites just outside the town. Market Harborough is known for its independent shops and eateries, a strong civic society and sense of community. Although the town is thriving, many long-time residents feel local services are stretched and that infrastructure has not kept pace with the increasing population. The town has good transport links, including the train to London.

**About Culture Leicestershire**

**Our Vision**

Create space to spark imagination, celebrate communities & enhance wellbeing.

**Mission**

Work to shape Leicestershire as a place with a rich and distinctive history that values its heritage, engages its communities, welcomes those who visit the county and works together to ensure a future for the past.

**Purpose**

Our Libraries, Collections and Learning, Heritage and Cultural Participation services come together as Culture Leicestershire.

Together we deliver a diverse, inclusive, accessible and engaging cultural offer focussing on health and wellbeing; building great communities, improving opportunities and helping to build a strong local economy.

We are a National Portfolio Organisation (NPO), supporting the delivery of the County Council’s strategic outcomes and Arts Council England’s [Let’s Create](https://www.artscouncil.org.uk/lets-create/strategy-2020-2030) strategy.

The purpose of Leicestershire Museums is to safeguard the rich and irreplaceable natural and human heritage of Leicestershire and provide an accessible, engaging, innovative, sustainable and responsive service of the highest quality.

We enable people to explore and shape their local, national and international connections both now and from the past. We do this through volunteering opportunities across the service, and by diversifying opportunities for local people to participate in ways that work for them.