

## **Consultancy Brief**

### **Collection and Museum Relocation, Blaenavon Community and Cordell Museum**

**Feb 2015**

## **1. Introduction**

- 1.1. The Blaenafon Heritage Group (Registered Charity No. 1079437) wishes to appoint a suitably qualified collection specialist to support the review of the Blaenavon Community Heritage and Cordell Museum's (BCCM) collections in preparation of their imminent move to a new venue.
- 1.2. The consultant will be managed by the Board of Trustees of the Blaenafon Heritage Group but will be supported by Torfaen County Borough Council's Community Heritage Development Officer.

## **2. Background**

- 2.1 The BCCM is a small independent museum with a collection of about 4000 artefacts, primarily relating to social history. The museum is run entirely by volunteers, and as a registered charity (Blaenafon Heritage Group) is managed by a group of trustees who make the decisions on the direction of the museum in consultation with a membership committee. The museum is working towards accreditation and is due to submit in March 2016.
- 2.2 As part of a review of service provision by Torfaen CBC, the BCCM, which is currently housed in the Blaenavon Library building in Lion Street, will be moving to an alternative location at the Workmen's Hall in Blaenavon.
- 2.3 The new building will be shared with the Workmen's Hall Committee, although the museum will have its own areas within the building. The museum will occupy the large committee room as their primary area, however will also have some office space in a small committee room, a storage cupboard and will be allowed to display in other areas of the hall. This area is smaller than the space currently occupied by the museum, and rationalisation is essential.
- 2.4 The new location will be made suitable for the collection by Torfaen County Borough Council, who will liaise with CyMAL. BCCM has been working towards accreditation for two years and this move should not detrimentally affect this work.
- 2.5 The move is scheduled to take place in June 2015, and all preparatory work must be completed within this timeframe.

### **3. Outcomes**

3.1 The appointed consultant will be expected to:

- a. Work under the direction of the board of trustees and prepare reports recommending programmes of work.
- b. Work alongside the volunteers, to collate all necessary documentation in preparation for a full museum move.
- c. Support the museum volunteers to ensure all their documentation relating to the collection is correct and ready for accreditation.
- d. Work alongside volunteers in identifying collection for disposal and starting rationalisation in preparation for the move, in accordance with the museums collections policies and all ethical guidance from the MA.
- e. Work with the volunteers, training them and assisting them to package all the collection ready to be moved.
- f. Support the volunteers in the unpacking and display of the collection at the new premises.
- g. Make recommendations for the display and presentation of the collection at the Workmen's Hall.
- h. Attend relevant meetings to discuss the projects as and when necessary.

### **4. Qualifications, Knowledge and Experience:**

4.1 The appointed consultant will be expected to demonstrate the following:

- Degree, AMA or equivalent in a Curatorial/Museum Studies subject.
- Broad knowledge of Welsh history.
- Extensive experience of working with social history collections.
- Experience of rationalisation and/or museum moves.
- Experience liaising effectively with colleagues and external contacts within a museum/gallery environment, from planning through to execution and evaluation.
- Experience of working with volunteers.

### **5. Management of the Consultancy Post**

5.1 The Client for the consultant commission is the Blaenafon Heritage Group. The post will be directly responsible to the Trustees of the Museum and will not act without their approval of any recommendation.

5.2 Support will be given by Torfaen County Borough Council Community Heritage and Development Officer.

### **6. Programme**

6.1 The Council and Blaneavon Community and Cordell Museum, is looking to commence the commission as soon as possible.

6.2 The contract will be for 185 hours (around 5 weeks):

- 185 hours of work between April and June 2015.
- Date and times of work will be flexible, and will be able to be negotiated between the museum and the contract holder.

## **7. Fee**

7.1 The budget for the commission is in the region of £4200 but including all fees, expenses, all other charges.

## **8. Submission of Tenders**

8.1 The client will need to be satisfied that the consultant has the required breadth of skills and experience for the commission. Consultants should provide:

- individual curriculum vitae outlining details of experience on similar commissions
- a breakdown of time allocated to the project
- methodology and work plan proposed;
- costs relating to each of the key tasks;
- proposed timetable clearly indicating key milestone dates;
- A copy of the consultant's professional indemnity insurance;

8.2 A fixed fee for the commission, including all expenses and consultation costs should be submitted by **12 noon, 20th March 2015 to:**

Ashleigh Taylor  
Community Heritage Development Officer  
Torfaen County Borough Council  
Neighbourhood Services  
Ty Blaen Torfaen  
New Inn  
Pontypool  
Torfaen  
NP4 0LS

## **9. Selection of Consultant**

9.1 The procurement strategy dictates that selection of the consultant shall be on the basis of experience and not price alone.

9.2 Bids will be assessed in terms of which consultant represents the best value to the authority as follows:

Price	20%
Previous Relevant Experience	80%

9.3 The client reserves the right not to accept the lowest or any tender.

9.4 Consultant interviews will take place on the 26<sup>th</sup> March 2015.

**Contacts:**

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