

## **MDN Coordinator 2019-20- Brief for tender**

### **Background**

The Museum Development Network (MDN) was set up to support collaborative working across museum development providers in the UK. MDN is directed by the Museum Development Committee, which is made up of representatives from each Museum Development (MD) team.

The Museum Development Programme in England is a programme of support for museums across the nine regions of England. Museum Development believes in thriving museums. It raises standards and drives excellence by enabling, guiding and supporting people working in museums.

Each MD provider has secured funding from Arts Council England (ACE) to be Sector Support Organisations (SSO) for 2018-22 within Arts Council England's National Portfolio. Each MD provider run programmes of development to enhance museums in response to Arts Council England's 5 strategic goals: [ACE 5 Goals](#).

MDN seeks to appoint a freelance Coordinator to support the committee, thematic working groups and the wider network to continue to build on its collaborative approaches to programming, sharing information and data collection to support the museum sector through the delivery of quality development support.

MDN is looking for a consultant with experience of coordination, data management, communications, coordination of dispersed teams and programmes with a good knowledge of the museum sector, Museum Development and the role of Sector Support Organisations.

### **Key Tasks**

#### **Administration:**

##### Finance

- Overview and updating dispersed MDN budget held regionally
- Supporting administration of external contracts

##### Communications

- Organising MDN committee meetings and working group meetings
- Collating updates from working groups to feed back to committee
- Circulating agendas and papers
- Taking minutes at committee meeting
- Managing and updating MDN website and social media
- Collating and copy writing information for case studies and stakeholder reports, leaflets
- Be first point of contact for stakeholders including ACE, SSOs, SSNs
- Supporting development of MDN communications strategy

##### Monitoring and evaluation

- Collation and analysis of some national data
- Manage data in line with GDPR

### **Events and CPD support:**

#### Event planning and evaluation

- Supporting and arranging MDN CPD sessions in consultation with MDN and ACE– room booking, arranging catering, sending joining instructions, monitoring and using Eventbrite
- Evaluation forms and collation of feedback from MD CPD sessions
- Administration and development support of MDN annual conference

#### Reporting

- Collation of information and data for reporting
- Contribute to MDN and stakeholder meetings

N.B. Occasional travel will be expected for attendance at MDN and stakeholder meetings and conferences.

### **Key Knowledge and Skills**

- Competent in IT including Microsoft Office – Word, Excel, Wordpress, Twitter, Eventbrite, SurveyMonkey
- Organised and ability to work on own and as part of a disparate network
- Good understanding of MD and museum sector
- Confident and good communicator as representative of MD
- Experience of administrative duties and communications
- Experience of collating information, using data and copywriting communications

### **Contract**

Freelance contract from 10<sup>th</sup> June 2019 to 31<sup>st</sup> March 2020, with possibility of extension. The contract will be managed by the MD team in their home region or nearest home region and the consultant will be managed by the Chair and Vice Chair of the MDN Committee.

The contract fee is £17,800 (inclusive of approx. £1000 of fee for travel) for around 6-8 days per month. The contract fee will be paid in three instalments: two of £6,000 and one of £5,800.

### **Proposal to tender**

The consultancy proposal to tender should include:

- Proposed working pattern, budget/pricing breakdown indicating any VAT payable and include this in your quotation if relevant

- Details of the relevant experience and competency possessed by the consultant and any other personnel who will work on the consultancy
- Details of your approach to undertake the programme of work outlined above

The deadline for proposal submission is **5pm on the 31<sup>st</sup> May 2019**. The interview date for short-listed consultants is **3<sup>rd</sup> June 2019** (location to be confirmed). The successful consultant will be informed by the 7<sup>th</sup> June 2019.

An initial meeting will take place in Birmingham on the **13<sup>th</sup> June 2019** with the Chair and Vice Chair of MDN Committee and ACE Museum Development Manager. The Coordinator would also be required to attend the MDN Conference in Newark on the **19<sup>th</sup> June 2019** if available.

### **Evaluation Criteria**

We will evaluate your tender against the following criteria:

Criteria	Weighting
Value for money	20%
Strength of proposal	35%
Relevant experience and skills	45%

Please submit your proposals to Claire Browne, Chair of MDN Committee: [Claire.Browne@leics.gov.uk](mailto:Claire.Browne@leics.gov.uk) cc. Kaye Hardyman, Vice Chair of MDN Committee: [kaye.hardyman@manchester.ac.uk](mailto:kaye.hardyman@manchester.ac.uk).

For further details contact Kaye Hardyman.