

The Brief

Conan Doyle Collection

The Light Project

Background

The Arthur Conan Doyle Collection, bequeathed to the city of Portsmouth by Richard Lancelyn Green, brings together an unparalleled variety of books, documents and objects connected to Sherlock Holmes and the life of his creator. An archive research centre is available in the city's Central Library which allows access to Richard's amazing collection. At Portsmouth City Museum there are many extraordinary items from the Collection within the 'A Study In Sherlock' exhibition situated on the ground floor, including unique photographs, film posters, and letters from the influential and the famous.

Project Outline

Between the 21 - 23 November, the We Shine Portsmouth biannual event [We Shine Portsmouth](#) will celebrate creativity, culture and communities. We are looking for an artist to work with our volunteer Detectives to take inspiration from the Conan Doyle Collection to co-create their own art illumination or light show in the Central Library.

All of the workshops and the final product needs to be truly accessible for all, and will entertain, educate and promote the Conan Doyle Collection.

To find out more about the Conan Doyle Collection, please follow this link:

[Welcome to the Conan Doyle Collection - Conan Doyle \(visitportsmouth.co.uk\)](http://visitportsmouth.co.uk)

To find out more about The Detectives, please follow this link:

[The Detectives - Conan Doyle \(visitportsmouth.co.uk\)](http://visitportsmouth.co.uk)

Facilitators Role

We would welcome tenders from anyone that meet the requirements below. There are four main tasks to fulfil this role:

- An innovative solution and delivery of this brief
- Experience and practical knowledge of working with Laser projectors and light projects for wider audiences
- Able to demonstrate a high degree of empathy to work with vulnerable adults
- Experience of breaking down and delivering short workshops to a range of people with different abilities, and be able to translate ideas in a practical way within the set budget.

This commission needs to be completed by 23 November 2024.

You will need to have Public Liability Insurance of £10 Million, Employers Liability Insurance of £10 million (if applicable) and Professional Indemnity Insurance of £5 million and be DBS checked.

Budget

Artists Fee (10 days @ £250.00)

£2500.00

Installation/materials	£ 500.00
Total:	£3000.00

The budget will cover all costs such as personal fee's, materials, hire of additional equipment (e.g. lighting or sound), meeting fees, additional venue hire, travel and parking costs, own publicity and marketing, and public liability insurance.

If required, we can arrange for a DBS check.

Assessment

At the short listing and interview stages, proposals will be assessed against a number of criteria including the following:

- Artistic qualities of the proposal
- Value for money
- How your proposal meets the points detailed in the 'Facilitators Role' section of this paper, and how it would help advertise the Conan Doyle Collection.
- How you would engage with the Detectives, community groups and the wider public?
- Examples of your experience of similar projects, and the skills you would bring to the project

Evaluation

You will be expected to write a short evaluation report, detailing statistical and qualitative information. More information will be provided at the start of this project.

Tender Process

Please send in no more than 2 sheets of A4, a proposal detailing what you intend to do and how you meet the 'Assessment' criteria described above.

Management

Portsmouth City Council will appoint and manage the facilitator(s). The selected candidate will work closely with PCC Education and Learning Officer, Laura Weston.

Selection Process

The candidates will be selected as a result of a short listing and interview process in line with the City Council's equalities processes.

The deadline for submitting tenders is 4 September 2024. They should be e-mailed or delivered to:

Laura Weston
Education and Learning Officer
RLG Conan Doyle Collection
Central Library
Guildhall Square

Portsmouth
Hampshire
PO1 2DX

Applications can be e-mailed in a suitable format (preferably Word or PDF files) to Laura.Weston@Portsmouthcc.gov.uk

Further Information and Contact Details:

Laura Weston
Education and Learning Officer

Laura.Weston@Portsmouthcc.gov.uk

023 9283 4184