



Workspace Options Consultant

| | |
|----------------------------|----------------------------------------------------------------------------------|
| Role: | Research and options appraisal for creating workspace options at Tiverton Museum |
| Location: | Working from home and at Tiverton Museum of Mid Devon Life, Devon |
| Fee: | £5,040 including VAT and all expenses including travel |
| Status: | Freelance Consultant |
| Reporting to: | Pippa Griffith, Museum Director |
| Period of contract: | Fixed term, to be completed by 30/06/2019 |

1. Background

- 1.1 Tiverton Museum has secured an Association of Independent Museum's Hallmarks Award, for a project 'Developing new income streams'. There are two parts of this project:
- Options appraisal for the creation of workspaces on the museum site which would generate income for the museum (this contract)
 - Exploring the market for, and developing, children's birthday parties and celebration events for older people at the museum (separate contract).
- 1.2 This project follows on from a successful HLF Resilient Heritage funded project which focused on increasing income, and contributing to plans for a capital redevelopment project. A new sequence of plans has been created for the museum (including a Business Plan, Building Master Plan, Audience Development Plan and Marketing Plan). This work was done with the intention diversify the museum's income streams, and to ready the museum for a major capital redevelopment in the next few years. A redevelopment will greatly assist in our plans to diversify income by creating a fit for purpose learning room which will provide far greater capacity for different programming as well as for hiring it out, creating new lettable spaces and a small café.
- Both the Business Plan and the Audience Development Plan recommended the creation of lettable workspaces (the Business Plan suggesting workshop or office spaces, and the Audience Development Plan suggesting hot desking as well following consultation with the local authority).
- 1.3 Tiverton Museum is a vibrant, award-winning and much loved museum that provides extensive displays on the history of Mid Devon; a lively events programme, including temporary exhibitions, guided walks, talks, holiday craft activities, themed days and lots more. The museum is proud to be family friendly and has won a number of recent awards. The museum contributes to the local economy as a key visitor attraction and works closely with its local community. We offer a range of activities for schools and families and are an important resource in an area where poverty and geographical factors increase the risk of isolation. The museum makes it possible for teachers and parents to access good quality learning opportunities outside the classroom. We also provide a successful reminiscence service for older people in care and residential

homes, and a monthly memory group based at the museum. The museum runs the town's Tourist Information Service.

2 Objective

An experienced consultant is required to undertake relevant research and to provide an options appraisal for the creation of workspaces on the museum site. The final report will provide the museum with clear targets and recommendations for developing workspaces on site.

The museum occupies a large site in Tiverton town centre which can allow some space to be used as lettable workspaces (workshop, studio or office lettings, or to create a hot desking space). Thinking more creatively about the space that the museum occupies, and how it can be used to maximum effect is a core element of our future plans. The museum is open to whatever the research reveals will be the most productive form of workspace letting. Obviously, creating workshop spaces for craftspeople which links to our collections would be an ideal scenario, but we are equally open to creating office or hot desking spaces if that is what is needed for the local market, and will therefore bring in a reliable income.

Creating an ongoing income stream that would be relatively easy to maintain once it is in place would greatly assist with our financial resilience. The creation of these new spaces will be a major component in our capital redevelopment plans (which we are committed to implement even if redevelopment plans are unsuccessful). This work will mean that we can ensure that future investment into these plans is well spent and will be income generating.

The consultant will conduct the following tasks:

- To define the letting options to consider.
- To research and analyse the local market for these options, including relevant consultation with possible tenants, users, letting agents and the local authority.
- To undertake an options appraisal for these options.
- To identify potential clients (eg craftspeople or others)
- To provide a written report identifying clear targets and recommendations for developing the most productive form of workspace letting to generate reliable income for the museum (taking account of the building's listed status, and any impact that this would have on the museum's business rates etc)
- The recommendations of this report will be incorporated within the redevelopment plans.

3 Selection Criteria

We require demonstrable understanding and experience in:

- Market research
- Previous grant funded projects
- Team working with museum staff
- Setting realistic targets and methods of project evaluation
- Strong report writing skills

4 Timetable

- Closing date for applications is 19/03/2019
- The candidates will be shortlisted by the Director and the Trustees.

- Should the shortlisting panel wish to undertake interviews, these will take place between 02/04/2019 - 06/04/2019
- The work should ideally begin by 23/04/2019
- The report should be presented to the museum by 30/06/2019

5 Budget

The total amount available is £5,040 (including VAT). The tender costs should include travel and all other costs associated with the work.

Suggested payment will be 25% upon appointment, 50% for the first draft and 25% on receiving the final report and presentation

6 Proposal

Your proposal to undertake this project should include:

- Credentials for the company and all those who will have input into the work.
- Examples of similar projects undertaken.
- A methodology of how you propose to meet the requirements of the brief.
- A programme indicating how you would deliver the project and key dates for tasks.
- A costing breakdown.
- Details of two referees for whom you have done similar work.

Please email applications to Pippa Griffith, Director at curator04@tivertonmuseum.org.uk. For an informal chat please contact Pippa on 01884 2566295.