Brief for freelance contract to deliver **Westgate Stories** a Reminiscence / Digital archive project

Status: Freelance Contract. Based at the Cathedral Quarter HQ and partner venues in Gloucester.

Duration: January 2022 – September 2022

Fee: £10,800 inclusive of all associated costs.

Payment schedule to be agreed.

Gloucester City Council are seeking a freelance worker to deliver our Westgate Stories project with partners. This is a nine-month project to uncover memories, stories, photographs and documents that will bring the history of the street to life for local people.

Background

Westgate Street is the area covered by Gloucester's High Street Heritage Action Zone, 'Cathedral Quarter'. Working with local people and partners, the Cathedral Quarter project will help to breathe new life into Westgate Street, which is rich in heritage and full of potential, making it more attractive to residents, businesses, tourists and investors.

Heritage Action Zones are a national heritage led regeneration initiative by Historic England.
https://historicengland.org.uk/services-skills/heritage-action-zones/regenerating-historic-high-streets/

The Cathedral Quarter project is match funded and delivered by Gloucester City Council. It is supported by the community through the Cathedral Quarter Partnership.
https://www.cathedralquartergloucester.uk/

The Project

We are asking people to tell us their stories relating to the area and to bring in their old photographs or documents relating to buildings, people or events on Westgate Street so that we can build up a digital resource. Working with our partners; Gloucester Cathedral, Gloucestershire Archives, Gloucester Civic Trust and Museum of Gloucester, we will share our findings in monthly exhibitions, blogs, films and other artistic outcomes, detailing these unique stories of Westgate Street. Our digital collection will be donated to Gloucestershire Archives when the project ends.

We are inviting people to attend a monthly session at the Heritage Hub, The Folk, or the City Museum where they can share these with us, or they can come to a weekly session at the Cathedral Quarter HQ on Westgate St.

The Task

We need a consultant to lead and coordinate this project for us. They need to have experience in dealing with the public and community groups and with engaging with a variety of different audiences.

We need them to run the drop-in sessions as outlined above but also actively search out audiences and engage them with this project and ensure that enough materials are coming forward to build a good resource and legacy for the project.

We envisage that the digital collection of images, video clips, audio, and digitised documents will be donated to the Gloucester Heritage Hub when the project closes.

We aim to create an end product that can be exhibited / shown / launched at the Gloucester History Festival in September 2022. The end product is not defined at this point as it will depend upon the type of archive that is produced, and the nature of the materials within it.

An artist in residence will also be based in the Cathedral Quarter working to produce cultural / artistic outcomes related to the heritage of the street, and it is envisaged that the two roles will work closely together.

Proposal to tender

Proposals should be no longer than four sides of A4 and should include:

• Details of the relevant experience and competency possessed by the consultant and any other personnel who will work on the project

• Details on how you propose to satisfy the requirements of the brief with a proposed methodology including number of days / hours allocated

• A breakdown of full costs including daily / hourly rates

• A delivery timetable including key milestones

• A separate two-page current CV of the person(s) who will carry out the work, with name and contact details of two recent referees

Closing date

Submissions should be emailed to Claire Dovey-Evans at the email address below no later than mid-day on Monday December 13th.

For further details

Contact Claire Dovey-Evans, Cathedral Quarter Project Officer

01452 396344

claire.dovey-evans@gloucester.gov.uk