



Consultant Brief

Undertake an Options Analysis with recommendations on the future development of the National Disability Arts Collection & Archive (NDACA), currently held by Holton Lee.

Introduction and context

Holton Lee, with funding from Arts Council, England, Southwest and The Museums, Libraries and Archives Council, is seeking specialist input to enable the organisation and the NDACA Steering Group to refocus the plans for the collection of artworks and archival material, its development and public access, taking into account the rapid development in recent years of on-line archives, the future growth and specialist storage requirements of the collection and options for access and audience development.

The National Disability Arts Collection & Archive (NDACA) comprises an important collection of significant artworks and objects for study and a library containing resource materials relating to the Disability Arts Movement, including magazines and other ephemera pertaining to the growth of the Disability Arts movement from its beginnings in the late 1970s. These have been gathered together by Holton Lee and form an integral part of Holton Lee's commitment to developing a strong Disability Arts infrastructure as well as an essential part of our arts strategy. The organisation had received some funding from Arts Council England towards the capital costs of creating a building to house the collection and archive, but was unable to raise match funding in order for this funding to be drawn down, and as a result this offer has lapsed.

The development of NDACA is the next stage of implementing our business plan articulated in our part-funded ACE feasibility study of 1999. The Bonnar Keenlyside Report, 1999, concluded, after extensive market research, that Holton Lee was well placed to develop as a centre for Disability Arts. The recommendations set out 4 key areas of development:

1. The focus of programmed activity at Holton Lee should be on the visual arts in order to maximise support from stakeholders and users and potential sources of funds.
2. The development of an exhibition and conference/meeting space to help make artwork more visible at Holton Lee and to raise the profile of the organisation. (This has been achieved and Faith House opened in February 2002 to national acclaim).
3. Studios for Artists in Residence: The renovation of an existing stable block into artists' studios in order to provide space for disabled artists to participate in the arts thus reinforcing the arts programme/policy and its support for Disability Arts culture and arts practice (the studios were completed in November 2004).
4. National Disability Arts and Culture Archive and Collection (now known as NDACA): This would enable Holton Lee to achieve its ambition of becoming a national and international focus and resource for the promotion and dissemination of Disability Arts.

Project Brief

Holton Lee is seeking a specialist or specialists with experience in strategic archival collections management reflecting a wide range of materials including photographs, books, magazines, 2D and 3D artwork. The successful person or team will undertake to:

- Review achievements to date, including existing feasibility studies, strategic documents etc.
- Establish the purpose of the archive looking forward in consultation with the NDACA steering Group and other relevant stakeholders.
- Outline options for making the archive accessible and functional including its long-term sustainability. As part of this to research:
 - Potential partners, including potential of a partnership with a major gallery or university or museum to house the archive on a permanent basis; to give it national & international credibility; profile; marketing and promotion.
 - Digital and physical options; including potential partnership with Disability Arts Online.
 - Other models (e.g. Northern Ireland Troubles Archive; Sustained Theatre; A Database (www.adatabase.org); and Eddie Chambers diasporic artists archive.
- Produce outline budgets and risk assess favoured options.
- Consider the size, scope and growth potential of the collection over the next ten years and beyond.

I. Scope of current collection

The current collection is defined in two categories: (1) Key pieces of artwork by artists who have become icons of the Disability Arts movement (2) Documentation/archival material relating to the Disability Arts movement from its earliest days to the present.

1) Artwork

Framed or mounted Photographs	97
Digital Prints	17
Assemblage/Sculpture	15
Works on canvas	9
Hand-made books	4
Framed Poetry	4
Drawing	3
screen print	2
Light box	1
Total	152

2) Documentation/archival material

The material is currently boxed and labelled according to the organisations or individuals who deposited it. Consequently there are several collections held at Holton Lee all containing

objects such as exhibition documentation, publicity, books, magazines, posters, photographs, slides and compact discs.

Collection Title	Boxes
National Disability Arts Forum	23
London Disability Arts Forum	20
Audrey Barker	14
Dr. Paul Darke	11
East Midlands Shape	2
West Midlands Disability Arts Forum	7
Holton Lee	8
Total	85

2. Work to date

The 1999 Bonnar Keenlyside report contains an options appraisal and market analysis for the arts at Holton Lee. This report recommends the establishment of a Disability Arts and Culture Archive and Collection and contains useful background research.

The Edward Lear Foundation carried out research in 2003 with 50 Disability Arts organisations into the current availability and accessibility of archive material.

The DA21 conference in 2002 was the first conference held at Holton Lee to bring the idea of NDACA to a wider public knowledge and to obtain feedback gauging the need for such a resource within the sector. An overwhelmingly positive response sparked two more seminar style events to further detail how the archive might develop. These were:

The ‘Thinking Aloud’ seminar (July 2004) was the first meeting of key stakeholders representing Disability Arts. The event sought to establish the macro issues for consideration when developing a conservation policy.

“Express Yourself” was held on 13th November 2004 and discussed the public benefits of NDACA, its potential users and how it would be used. In May 2005, Marcel Ciantar FIIC undertook work to develop the National Disability Arts Collection & Archive Conservation Plan for Holton Lee funded by the Heritage Lottery Fund. This formed an outline plan and introduction to the work now required by this brief.

3. Stakeholders and consultation

Consultation is key to the success of this project. It is anticipated that the consultant will meet with the NDACA Steering Group and the Director and representatives of Holton Lee’s trustee board.

The specialist will also consult with representatives of Disability Arts forums and agencies representing Disability Arts nationally.

The specialist is expected to have a working knowledge of disability equality issues and be cognisant of the current published advice and guidance of the council for museums, archives and libraries and to seek the views of other specialist organisations and individuals where appropriate.

4. Methodology

The Consultant will need to undertake preliminary desktop research as well as on site assessment of the collection at Holton Lee. They will consider that a key requirement will be to conduct extensive interviews with the major stakeholders in order to identify their knowledge of the issues/opportunities/ commitment to the project; readiness; special interests and requirements.

5. Copyright and confidentiality

Copyright for the Plan should be assigned to Holton Lee for the sole purposes of management of the archive and for use in fundraising applications.

6. Timing

It is anticipated that consultant will be appointed by mid February 2010, and the work will be completed by 31st March 2010.

7. Management

The client for the work is Holton Lee. The project will be managed by Theresa Veith, Director of Holton Lee.

8. Project cost and payment

All costs to include VAT and all fees and expenses incurred by the consultant should be contained in the bid. The total cost of the bid will not exceed £2,500

Payment will be made in three tranches, with the first payment of one third on signing the contract, the second payment of one third on receipt of the first draft of the report, and the final payment on receipt of the final version of the report.

9. Project design

Bids should include:

- Outline methodology for delivering the research
- A clear statement of outputs
- Project timetable
- Detailed breakdown of proposed fees and any other costs
- Skills and experience of the named consultants or team who will be involved (this should be related to the brief)
- Relevant experience and reference sites
- Examples of relevant projects undertaken
- Extent of professional indemnity and public liability cover
- References

10. Consultant skills

The consultant should have experience of

- Conservation and archive plans for national organisations
- Collections management

- Communication and negotiation skills
- Heritage management and interpretation
- Knowledge of the arts sector

11. Award of the contract

The contract will be awarded by Holton Lee. Candidates will be selected for interview on the quality of their proposal. At interview they will be requested to make a presentation to the selection panel on how they would approach and complete the project.

The evaluation criteria will be that bids meet all the requirements of this invitation to tender in terms of:

- scope
- appropriateness of methodology
- value for money
- deliverables
- credibility and track record of applicants

12. Timetable

Submissions should be received by 19th February 2010. Submissions should be emailed to director@holtonlee.co.uk or alternatively sent to

Theresa Veith
Director
Holton Lee
East Holton
Holton Heath
Poole
Dorset
BH16 6JN