The Globe, Stockton-on-Tees

Creative Practitioner Brief

Jan 2018

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1. Introduction

1.1 The Globe, Stockton is a significant historic ‘super-theatre’ designed by the Newcastle upon Tyne architect, Percy Lindsay Browne. During his career he designed a significant number of cine variety theatres and cinemas, although his work to date has been poorly documented, this is not to underestimate the significance of the Globe and its national architectural importance and context.

1.2 The Globe is a specific generic building-type that may be defined as ‘art deco super-theatre’ with a large seating capacity and a significant stage house. The building’s original function was primarily that of a theatre, albeit one capable of showing films. It is important to understand that the building’s architectural significance lies within its context as an extremely rare and complete survivor of the super-theatre building type.

1.3 A cinema was first erected on the Globe site in 1913. This was rebuilt in 1925 and the present theatre opened in 1935. It is a grade II listed building of truly national importance. Its present Grade II status unquestionably underestimates the importance of the building when compared to other surviving theatres from the same period. It is situated in the heart of Stockton’s town centre and located within the High Street Conservation Area.

1.4 The Globe is a much loved building. People locally recognise the role that a revitalised theatre will bring to the well-being of the town centre.

2. The Globe Project Background

2.1 The Globe has been closed for over 20 years since its previous use as a bingo hall ended. The renovation of this Grade II listed building will ensure that it is cherished by current and future generations.

2.2 The Council has developed a plan to revitalise the building, supporting growth in the evening economy of the town’s High Street and encouraging wide ranging consequential regeneration.

2.3 The proposal sets out to restore the Globe and lease it to a commercial operator, Ambassador Theatre Group (ATG). On completion in 2019, the building becomes viable as a large scale venue for live music events and stand-up comedy.

2.4 The new Globe will be able to seat 1,800 people, but it will have a seating/ standing capacity of up to 3,000. The renovation scheme is a multi-million pound investment funded by Stockton Council and the Heritage Lottery Fund’s Heritage Enterprise Scheme.

3. The Brief

3.1 We are seeking an experienced creative practitioner to lead on a Globe heritage documentation activity. A creative and inspiring individual is required to carry out the documentation of the Stockton Globe restoration and redevelopment, including physical works and design process during construction up to June 2019.

3.2 The restoration of the building affords a fantastic opportunity to increase community participation. Building on the cultural and historic assets of the town centre, bringing The Globe back into use enables access to the unique architecture of the 1930s, one of the only examples from the period in the town centre.

3.3 The practitioner will work closely with the Heritage Learning Officer (HLO) and Project Managers (as well as relevant members of The Globe Project Team); and provide on-going support to the team. Heritage will be identified and recorded within the Globe site as a way of interpreting and explaining the history of the venue and the restoration process.

4. Outputs

4.1 The role includes the delivery of training and support to a team of volunteers in heritage recording techniques and the development of a Globe mini community exhibition. Volunteers will assist in the documentation and will be trained in heritage photography and film making techniques in order to identify and interpret heritage themes.

4.2 It is envisaged this will take the form of an ongoing Photography/ film project which will record the restoration of Stockton Globe and will culminate in a Globe mini exhibition.

4.3 A set of photographs and films will be used for social media and local press content as part of generating awareness and interest in the project.

4.4 Photography/ film content will be used as part of a Globe online resource (separate project outcome).

5. Scope of services

5.1 We are seeking a practitioner with:

* Solid and extensive experience in photography and film visual recording.
* Experience of training and/ or supporting others in visual recording.
* Outstanding communication skills with the ability to articulate a vision, strategy or idea clearly and concisely with a rigorous eye for detail.
* Ability to self-manage and work as a core part of a team.

6. Resources / Fees

6.1 Creative practitioner – Lump sum capped sum (£4,000 over 18 months) to include volunteer training and support. Fee is inclusive of all expenses e.g. travel, licences, accommodation etc. It is anticipated that the activity contract will be conducted on individual dates across the development period.

7. Timetable

7.1 We are looking to commission this work in April 2018 for it to be completed by June 2019. Intermediary milestones, based on the delivery points above are:

* Commencement date of contract - April 2018
* Review of programme of activity/ start up meeting – April 2018
* Delivery of agreed documentation programme of activity including training sessions April 2018 – April 2019
* Delivery of mini Globe exhibition, tour & online content April 2019 – June 2019
* Completion by end of June 2019

8. Liaison

8.1 The practitioner will be required to consult, liaise and work with:

* Council staff/ volunteers/ community partnerships
* Project Design Team, Heritage Learning Officer.
* Any other partner the Council deems appropriate.
* Evaluation consultant.

9. Reports & Meetings

9.1 Attend regular meetings as required by the Council (approx. every 3 months).

9.2 Provide a written progress report to the Council every quarter (as requested) from

time of appointment.

9.3 Provide a written final report by **31 July 2019**

10. Copyright

10.1 The Council shall retain all copyright and intellectual property of the project outcomes and resulting documents including all photography and film content.

11. Insurance Requirements

11.1 Public Liability - £1m

11.2 Professional Indemnity - £1m

12. Award Questionnaire

12.1 Applications will be evaluated on 100% quality in accordance with the detail provided in the questionnaire.

12.2 The Council selection committee does not wish to see anyone, especially practitioners, who will not be directly and fully involved with the project from start to finish.

12.3 Please note that the Council may take up references with any previous client’s cited in any submitted documentation.

12.4 Please complete all sections of the questionnaire, using Arial 11 font and limit your response to the word limit in each section, the boxes will expand as you type. If you include diagrams they will be included in the word count. Please do not attach appendices.

12.5 Only tenders submitted on this questionnaire will be evaluated and any tenders not submitted on this questionnaire will be discounted.

12.6 Please append an up-to-date CV. This should not exceed 2 pages.

12.7 Practitioners should also include a current certificate of their Professional Indemnity Insurance.

12.8 The project team will select the practitioner based on the questionnaire submission and interview. Expenses for attending any interviews are the responsibility of the practitioner and will not be reimbursed by Stockton Council.

12.9 Please email your response to Sophie Owens, Heritage Learning Officer

Email: sophie.owens@stockton.gov.uk

Phone: 01642 527565

Mob: 07384452710

**Closing date: Wednesday 14th March 2018**

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| --- | --- |
| **Name of Organisation** |  |

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| **Criteria 1. Experience** |
| Evaluation Criteria Weighting | **Maximum of 25% available** |
| Please provide details of similar activities you have delivered and how successful these have been. Include details of who the activity was designed for and in relation to which project; when this was designed and carried out and relevant links to photography/ film projects or activities. |
| Responses to the evaluation criteria above will be marked using the following scoring profile: |
| **Score** | **Classification** |
| 5 | ***Excellent*** *-**Excellent responses to the requirements providing detailed evidence*  |
| 4 | ***Good*** *- Good response to the requirements which provides evidence which covers most of the key points but does not go in to detail on each point.* |
| 3 | ***Satisfactory*** *- Satisfactory response to the requirements, providing sufficient evidence by covering most of the key points with some detail included for each point* |
| 2 | ***Fair*** *- The information submitted is limited, a number of key points are missing and there is little detail to support*  |
| 1 | ***Poor*** *- The information submitted is very limited, inconsistent and misses key points*  |
| 0 | ***Unacceptable*** *- Unanswered or failed to relate to the question* |
| Please limit your response to a max of 1,500 words. Any information provided over the word limit may be rejected and not considered within the evaluation and scoring process. Type your response here; the box will expand automatically as you start to type. |

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| **Criteria 2. Delivery** |
| Evaluation Criteria Weighting | **Maximum of 50% available** |
| How would you propose to deliver the activity (including to time and quality)? Proposed activity approach with a breakdown of days and activity content. |
| Responses to the evaluation criteria above will be marked using the following scoring profile: |
| **Score** | **Classification** |
| 5 | ***Excellent*** *-**Excellent responses to the requirements providing detailed evidence*  |
| 4 | ***Good*** *- Good response to the requirements which provides evidence which covers most of the key points but does not go in to detail on each point.* |
| 3 | ***Satisfactory*** *- Satisfactory response to the requirements, providing sufficient evidence by covering most of the key points with some detail included for each point* |
| 2 | ***Fair*** *- The information submitted is limited, a number of key points are missing and there is little detail to support*  |
| 1 | ***Poor*** *- The information submitted is very limited, inconsistent and misses key points*  |
| 0 | ***Unacceptable*** *- Unanswered or failed to relate to the question* |
| Please limit your response to a max of 1,500 words. Any information provided over the word limit will be rejected and not considered within the evaluation and scoring process. Type your response here; the box will expand automatically as you start to type. |

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| **Criteria 3. Interview** |
| Evaluation Criteria Weighting | **Maximum of 25% available** |
| You will be asked to discuss your skills and experience relevant to the Creative Practitioner role at interview.  |
| Responses to the evaluation criteria above will be marked using the following scoring profile: |
| **Score** | **Classification** |
| 5 | ***Excellent*** *-**Excellent responses to the requirements providing detailed evidence*  |
| 4 | ***Good*** *- Good response to the requirements which provides evidence which covers most of the key points but does not go in to detail on each point.* |
| 3 | ***Satisfactory*** *- Satisfactory response to the requirements, providing sufficient evidence by covering most of the key points with some detail included for each point* |
| 2 | ***Fair*** *- The information submitted is limited, a number of key points are missing and there is little detail to support*  |
| 1 | ***Poor*** *- The information submitted is very limited, inconsistent and misses key points*  |
| 0 | ***Unacceptable*** *- Unanswered or failed to relate to the question* |
| Please present your photography/ film projects or activities to the project team. |