

**Applications are requested for an experienced consultant to work with Cheshire Museums Forum members to develop philanthropic giving models for members of the Forum.**

### **About the Project**

The model for the management and development of museums in Cheshire is rapidly changing, with work for instance exploring the development of trusts/community interest companies and on commissioning services. Working closely with Cheshire Museums Forum, this three month project will identify ways to maximise the use of philanthropy both in terms of monetary value and the use of in-kind skills. This work is funded by Sustainable Future funding from Renaissance North West

### **About Us**

This Project, which is funded by Museums Development Fund, is managed by the Cheshire Museums Forum. Cheshire Museums Forum is made up of 17 members. The project will be managed a steering group of the four lead members of this forum (Cheshire West & Chester Museums, Cheshire East Museum Service, Warrington Museum Service and National Waterways Museum). The Collections Manager at the National Waterways Museum is acting as the project manager.

### **What we need**

Produce a detailed report that will:

- Research best practice in giving, with a focus on the culture and heritage sector
- Detail the national and local picture in regards to giving
- Understand and detail the motivation for giving
- Understand and detail different forms of giving
- Detail how giving can be maximised in different contexts
- Detail the cost of developing philanthropy versus the benefits.

### **Key Contacts**

Cheshire Museums Forum MDF Project Steering Group:

- Peter Collins, National Waterways Museum Collections Manager and Project Manager for this project
- Sue Hughes, Director, Cheshire West Museums,
- Helen Paton Cheshire East Arts, Heritage and Museum Service Manager
- Martin Gaw Head of Warrington Library, Museum & Archives

### **Budget**

Budget for development of the project is £2,500 (inclusive of VAT and Expenses). Any proposal should illustrate how the individual will deliver this within budget

### **About You**

Essential

- Experience of developing strategic and focused reports within a project environment, ideally within museums/arts context
- Experience of previous project planning/management on grant aided projects

- Knowledge of the fundraising within in the arts and heritage sector
- Experience of delivering training, ideally to volunteers in an heritage/arts environment

Desirable

- Understanding of the use and application of philanthropy in both local authority and independent Museums
- Understanding of the use and application of philanthropy in arts/heritage sector

**If you need any more information please contact**

Peter Collins, National Waterways Museum Collections Manager at [peter.collins@thewaterwaystrust.org.uk](mailto:peter.collins@thewaterwaystrust.org.uk) or on 0151 373 4380.

**To apply**

Please send a CV including details of two relevant referees and a covering letter outlining:

- Your past experience of project management
- Your past experience of working on similar projects
- Timetable showing how you will allocate your time to deliver this project and draft action plan.

Please email your application to Peter Collins, National Waterways Museum Collections Manager: [peter.collins@thewaterwaystrust.org.uk](mailto:peter.collins@thewaterwaystrust.org.uk) by midday 15th August 2011. Applications received after this date will not be considered.

- Interviews will be held on 17August 2011 at the Grosvenor Museum
- Inception meeting: 30 August t 2011
- Completion and delivery of project by: start of December 2011

**Instructions to Applicants**

1. Applicants shall treat the details of this tender document as private and confidential.
2. No unauthorised alteration to the invitation document shall be made.
3. Your application should include all costs necessary to carry out and complete the project satisfactorily, whether or not specifically described in the specification provided.